

Baldwin County Public Schools
 Human Resources Department
 2600 N. Hand Avenue
 Bay Minette, AL 36507

SUBSTITUTE REFERENCE FORM

Directions: Applicants should submit this form to a minimum of two (2) professional references (individuals who are previous supervisors or co-workers of the applicant) and one (1) character reference (individuals who are not related to the applicant). Once completed, the form should be mailed to the Human Resources Department by the professional reference. Completed reference forms will not be accepted by the Human Resources Department from the applicant.

TO BE COMPLETED BY APPLICANT (Please Print)	
Name: _____	Social Security (LAST 4) #: _____
Street Address: _____	
City: _____ State: _____ Zip: _____ Phone#: _____	
In applying for employment with the Baldwin County Board of Education (Board), I hereby give permission for the Board or its representatives to obtain reference information related to my past performance and character. I hereby authorize parties who receive requests to give full and complete information as requested by the Board. I further agree that the information will not be disclosed to me. I hereby waive any right to review this reference form.	
Signature of Applicant: _____ Date: _____	

TO BE COMPLETED BY PROFESSIONAL REFERENCE (Please Print)		
Name: _____	Business: _____	Position: _____
Street Address: _____		
City: _____ State: _____ Zip: _____ Phone: _____		
The above named person has submitted an application for a position with the Baldwin County Board of Education and has provided your name as a reference. Please complete the form and return it to the above school system address. Thank you for your conscientious assessment of the applicant and for taking the time to complete this form.		
Signature of Reference: _____ Date: _____		

PLEASE RATE THE FOLLOWING:	Excellent	Good	Average	Below Average	Unknown
Punctual					
Dependable					
Thorough & Efficient in work assignments					
Completes tasks					
Cooperates with others					
Professional & Positive Attitude					
Works Independently					
Trustworthy/Honest					
Accepts criticism/feedback					

I would _____ would not _____ employ this individual in my system.

Comments: