



SWEETWATER UNION HIGH SCHOOL DISTRICT Human Resource Services Division

1130 Fifth Avenue
Chula Vista, CA 91911

www.sweetwaterschools.org

Phone: (619) 691-5530
FAX: (619) 420-6836

• Classified Reference Form •

APPLICANT

TO BE COMPLETED BY THE APPLICANT

I, _____ have applied for a position as a(n) _____
PRINT NAME JOB TITLE
with the Sweetwater Union High School District and would appreciate your help in completing the reference form below and mailing it to the Sweetwater Union High School District at the address listed above. Thank you for your assistance.

My name during my term of employment with you was _____ and I was employed as a(n) _____
PRINT NAME
_____ from _____ to _____
JOB TITLE MONTH/YEAR MONTH/YEAR

SIGNATURE SOCIAL SECURITY NUMBER DATE

REFERENCE

TO BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE

I have known the person named above during the period (enter dates): _____ to _____

My **PROFESSIONAL** relationship to the applicant has been that of: _____

Position(s) held by the applicant during the referenced time period: _____

Based on my opinion, the applicant's **STRONGEST** points are: _____

Based on my opinion, the applicant's **WEAKEST** points are: _____

Based on my observations regarding the applicant, I would would not recommend this applicant for the position(s) identified with the Sweetwater Union High School District.

I would rate the applicant in relation to other employees or students I have known as follows:

| | EXCELLENT | ABOVE AVERAGE | AVERAGE | BELOW AVERAGE | NO DATA |
|---|-----------|---------------|---------|---------------|---------|
| Dependability / Reliability | | | | | |
| Safety Consciousness: Self, Safety of Others, Equipment | | | | | |
| Acceptance of Direction / Change | | | | | |
| Ability to Work with Others | | | | | |
| Attitude towards Supervision | | | | | |
| Work Skills: Quality, Thoroughness, Accuracy, Quantity | | | | | |
| Attendance: Absenteeism, Tardiness | | | | | |

Contact Information:

COMPANY NAME

NAME OF PERSON COMPLETING FORM

ADDRESS

JOB TITLE

CITY

() _____
PHONE NUMBER

STATE ZIP

SIGNATURE

DATE

"The Sweetwater Union High School District will fulfill the promise of 100% student success"

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." *SUHSD Board Policy 0410*

Form No: 8014 (Rev 01/2018)