

**HUDSON CITY SCHOOL DISTRICT
215 HARRY HOWARD AVENUE
HUDSON, NEW YORK 12534**

Employment-Related Reference Form

Candidate Name: _____

Reference Name: _____

Title: _____

Organization: _____

Address: _____

Telephone Number: _____

Dates of employment: From: _____ To: _____

Position(s) Held: _____

Salary: _____

Reason for leaving: _____

Describe the type of work carried out by the applicant:	
What were his/her strengths on the job?	
What were his/her weaknesses on the job?	
What is your overall assessment of the candidate?	
Would you recommend him/her for this position? Why or why not?	
Would this individual be eligible for rehire? Why or why not?	

<i>Please comment on the following</i>	Outstanding	Satisfactory	Unsatisfactory	No basis for judgment
Communication Skills				
Effectiveness working with others				
Enthusiasm				
Organizational Skills				
Attendance				
Cooperation				
Flexibility				
Initiative				
Quality and Quantity of work				

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Non-Employment-Related (Personal) Reference Form

Candidate Name: _____
 Reference Name: _____
 Address: _____
 Telephone Number: _____

How do you know the applicant?	
What are his or her strengths?	
What are his or her weaknesses?	
What is your overall assessment of the applicant?	
Why do you think they would be good for this position?	

<i>Please comment on the following</i>	Outstanding	Satisfactory	Unsatisfactory	No basis for judgment
Communication Skills				
Effectiveness working with others				
Enthusiasm				
Organizational Skills				
Attendance				
Cooperation				
Flexibility				
Initiative				
Quality and Quantity of work				