

**Richland School District**  
**CONFIDENTIAL EMPLOYMENT & CHARACTER REFERENCE FORM**

**APPLICANT:** I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide to Richland School District information they have regarding me. I hereby release and discharge those who provide information from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

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Applicant signature (required)

Date

(Name) \_\_\_\_\_ has applied for a classified position with the Richland School District. We ask that you carefully evaluate the applicant in terms of your professional contact with this Individual either as an employee in your company or as a volunteer in your organization.

**Note: Please comment on the applicant in each of the following categories:** *(feel free to use additional pages)*

1. **Flexibility:** Willingness to learn new concepts or ways of doing things. Co-operative with youth and adults.
  
2. **Commitment to Accomplishment:** Exertion of effort to attain particular goals. A desire for producing results. Organization of ideas, time, materials, and space so accomplishment occurs.
  
3. **Enthusiasm:** Displays overall optimism and zeal for what one is doing. Willingness to be involved. Enthusiasm develops positive interpersonal relationships with others.
  
4. **Clarity of Expression:** Understands and correctly interprets concepts presented or discussed. Presents and discusses concepts precisely; answers questions clearly. Uses correct oral and written communication skills
  
5. **Integrity:** Actions are consistent with stated views. Exhibits reliable follow-through on commitments. Deals with children and adults with routine honesty.
  
6. **Relationships:** Ability and willingness to develop appropriate relationships with students and adults. Exhibits listening skills, patience, and liking for others. Shows empathy for students; is interested in their learning and welfare; is responsive to student needs; is accepting of students and has a high regard for them as they are.
  
7. **Multicultural:** Accepts cultural and ethnic differences in students and adults.
  
8. **Dependability:** Can be relied upon to maintain regular attendance, is punctual, and is communicative in a timely manner when personal responsibilities interfere with professional responsibilities.

9. **Modeling Appropriate Behavior:** Dress, appearance, courteousness, and behavior of individual.

10. Please provide any additional information that you would like for us to know.

Overall rating of this candidate (check one):  Excellent  Very Good  Good  Fair  Poor

Name of Evaluator (please print) \_\_\_\_\_ Title: \_\_\_\_\_

Telephone :(\_\_\_\_) \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ Observation from \_\_\_\_\_ to \_\_\_\_\_

Applicants position during this evaluation period \_\_\_\_\_

Have you observed this applicant: \_\_\_\_\_ very few times? \_\_\_\_\_ equal to one year? \_\_\_\_\_ several years?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for assisting us in evaluating this applicant. Please return completed form to:

**Richland School District  
Human Resources  
6972 Keene Road  
West Richland, WA 99353**