



**Office of Human Resources
1519 Clearlake Road
Cocoa, FL 32922**

DATE:

TO:

FROM: Darla J. Ferguson, Associate Vice President, Human Resources

RE:

The above named individual has been/is being considered for employment at **Eastern Florida State College** and has given us permission to contact you as a reference.

If you are familiar with this individual's qualifications and experience, please complete the Reference Check form and return it to us in the enclosed, self-addressed envelope.

We appreciate your assistance.

To previous employer or personal reference:

Liability Release

I have applied to Eastern Florida State College for employment and I request that they be fully advised of my employment record and qualifications. I, therefore, respectfully ask that you furnish the requested information and I hereby release you from any and all liability for providing this information.

Print Name

Signature

Date

An Equal Opportunity/Equal Access Employer

NAME OF CANDIDATE: _____

NAME/TITLE OF REFERENCE: _____

Experience Reference	Excellent	Above Average	Average	Below Average	Not Known
Ability to work with others					
Effective use of methods & techniques					
Planning & preparation					
Competency in academic/employment field					
Accuracy and punctuality of assignments					
Communication skills					
Attendance					
Leadership (if applicable)					
Consideration for safe work practices					

- This evaluation covers the period from: _____ to _____
- If a former employee, would you re-employ? _____
- Reason employee left your employment: _____
- Your position title during the period of this evaluation: _____
- Did you observe the individual's work on a frequent basis? _____
- If the individual did not work for you, what was your relationship? _____

 Additional Comments: _____

 Signature

 Title

 Date