

**Office of Human Resources
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850**

**REFERENCE FOR SUPPORTING
SERVICES EMPLOYEES**

PART I: TO BE COMPLETED BY APPLICANT

Former Employer _____

Applicant _____
Last Name (please print) First Name MI Social Security No.

The person named above has applied for a position as _____ with the Montgomery County Public Schools, Rockville, Maryland. He/she requests and authorizes you to release references and appreciates your completing Part II of this form. A stamped, self-addressed envelope is attached for your convenience. (This information is confidential, will become the property of Montgomery County Public Schools upon receipt, and will not be divulged to the applicant.)

_____/_____/_____
Signature, Applicant Date

PART II: FORMER EMPLOYER'S CONFIDENTIAL REPLY

Position held with your company _____ From ____/____/____ To ____/____/____

Reason for leaving _____

Please Rate Each Category	Unacceptable	Acceptable	Exceeds Standards
Job Knowledge —demonstrates competency in assigned duties			
Commitment to Job —acts with employer in mind and impact of his/her actions.			
Professionalism —Calm under pressure, reliable including attendance/promptness, trustworthy and positive.			
Interpersonal Skills —Individual is approachable, polite, and relates well to others.			
Communication —effective oral and written (if applicable) communication skills and skilled at managing conflict.			
Organizational Skills —completes tasks and manages a broad range of activities in a timely manner.			

Would you re-employ this person? Yes No If "No," why not? _____

Other comments _____

_____/_____/_____
Signature Date

Title Phone Number

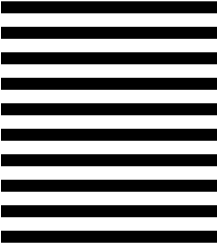
Company Name



MONTGOMERY COUNTY PUBLIC SCHOOLS
DEPARTMENT OF RECRUITMENT AND STAFFING
7361 CALHOUN PLACE, SUITE 401
ROCKVILLE MD 20855-2765

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 2637 ROCKVILLE, MD



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



INSTRUCTIONS:

- Applicant:** 1. Fold sheet in thirds so that your former employer's name and address are showing.
- 2. Tape or staple
- 3. Affix proper postage and mail.
- Employer:** 1. Fold sheet in thirds so that your business reply to MCPS is showing.
- 2. No postage necessary.

**Employer's
Name and
Address**

Applicant's Return Address

POST OFFICE
WILL NOT
DELIVER
WITHOUT
PROPER
POSTAGE