

Personnel Office
Telephone: 845-615-6760



Cradle of the Trotter
and
Birthplace of Webster's
Dictionary

GOSHEN CENTRAL SCHOOL DISTRICT
227 MAIN STREET
GOSHEN, NEW YORK 10924

Non-Instructional Reference Form

I, _____ give permission for you to release any information requested below.
Signature

_____ has applied for a _____ position in our school district and has given your name as a reference. Please complete the checklist below. Any additional information you could provide which will be helpful in reaching a decision regarding this candidate's qualifications as an employee for this position would be appreciated.

	Excellent	Satisfactory	Unsatisfactory	Unknown	Comments
Initiative					
Enthusiasm					
Rapport with peers & supervisors					
Reliability					
Tact (students, parents, teachers)					
Cooperation					
Skills for position					
Appearance					
Attitude					

How long have you known the candidate? _____
In what position have you known the candidate? _____
Would you employ the candidate? _____
If you have further comments, you may use the back of this sheet.
Please check one type of reference: _____ Business _____ Personal

Return to: Andrea Ricciardi, Personnel Assistant, Administration Bldg., 227 Main St. Goshen, NY 10924

Signature and Title

Date

Print Name

Phone Number