Personnel Department
**SPARTANBURG COUNTY SCHOOL DISTRICT THREE**
P. O. Box 267
Glendale, S. C. 29346

**SUBSTITUTE REFERENCE FORM**

## Waiver of Access (To be signed by the applicant)

**TO APPLICANT:** Many people will not complete references unless the confidentiality can be assured. If you wish this reference to be confidential please sign and date the waiver of access below. All applications and accompanying records become the property of the district and are not available to candidates. **WAIVER OF ACCESS**: I, the undersigned waive any right of access to this reference.

| _____ | _____ | _____ |
|---|---|---|
| Name of Applicant (Print or Type) | Signature of Applicant | Date |

The above candidate has applied for a position as a substitute teacher within Spartanburg County School District and has given your name as a reference. This reference form will be included in the applicant's file for review by school administrators. This form is confidential and will not be shared with the applicant, unless the waiver has not been signed. Your prompt reply will be appreciated. Please return the completed form to the above address.

**1 – Outstanding 2 – Above Average 3 – Average 4 – Below Average 5 – Unacceptable 6 – Not Observed**

| **PROFESSIONAL TRAITS** | **1** | **2** | **3** | **4** | **5** | **6** |
|---|---|---|---|---|---|---|
| Personal Appearance | | | | | | |
| Attendance/Punctuality | | | | | | |
| Scholarship | | | | | | |
| Personal Initiative | | | | | | |
| Ability to Work with Others | | | | | | |
| Language and Communication Skills | | | | | | |
| Overall Appraisal | | | | | | |
| Ability to Implement Planned Instruction | | | | | | |
| Ability to Relate to Students | | | | | | |
| Classroom Management (discipline) | | | | | | |

1. I have known the applicant: _____Personally _____As a student _____As an employee
2. How long have you known the applicant? _____
3. If former employee, why did applicant leave your employ? _____

   _____
4. Please comment on any additional information you feel we may need to know as a prospective employer? _____

   _____

**(Use reverse side if necessary)**

| _____ | _____ | _____ |
|---|---|---|
| Name of Reference (Print or Type) | Address | Phone Number |
| _____ | _____ | _____ |
| Signature of Reference | Position/Title | Date |