

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