

Please return to the school office or

Personnel Department  
SCHOOL BOARD OF LEVY COUNTY  
480 MARSHBURN DRIVE  
BRONSON, FLORIDA 32621  
Phone - 352-486-5231 FAX - 352-486-5237

## SUBSTITUTE REFERENCE FORM

Revised 02/01/2017

### Section I: To be completed by Applicant

Applicant: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
has applied for a **substitute** position with the School Board of Levy County in the following capacity (check all that are applicable):  teacher;  teacher aide;  secretary/clerical;  bus attendant;  bus driver;  custodian;  food service worker;  groundskeeper; other \_\_\_\_\_

### Section II: To be completed by current or former **boss** or **supervisor**. (If you did not supervise this person, do **not** complete this form.)

Name: \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ - \_\_\_\_\_  
Agency: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Did you supervise this person? Yes  No  (If you did not supervise this person, do **not** complete this form.)
2. What were dates of employment? (from and to) \_\_\_\_\_
3. Title of Applicant's position \_\_\_\_\_ Full-time  Part-time
4. How many days of work did the applicant miss last year? \_\_\_\_\_ Is the applicant punctual? Yes  No
5. If a vacancy existed with your agency, would you recommend him or her for employment? Yes  No
6. Do you know any reason why this person should not work with students? Yes  No  If yes, why?

Professional/Personal Qualities	Excellent	Satisfactory	Needed Improvement	Unsatisfactory	Unknown
Job Skills/Quality of work					
Ability to work with others					
Ability to learn					
Dependability/Follows through with assigned duties					
Attitude/Cooperative					
Judgment/Common Sense					
Initiative					
Emotional Stability					
Character					
Leadership ability					
Ability to work with children in a friendly and understanding manner					

### Other Comments:

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