



Student Summer Employment Reference Form

The Prince William County Public Schools (PWCS) Student Summer Employment application process requires submission of a reference. The reference(s) should be from a current teacher or school staff member. The applicant should complete Section I and forward the form to the persons who will be completing the reference questions in Section II. Once the reference is completed, the reference should be returned to the applicant in a sealed envelope. The applicant will bring the completed reference(s) and a copy of the completed online application to the Student Summer Job Fair.

SECTION I (to be completed by student applicant)

Legal Name: _____

First Name
Middle Initial
Last Name

Last 4 of Social Security # _____ First Period Teacher/Subject: _____
(This information may be used to return the reference form to you).

School Currently Attending: _____

I am applying for a position with the PWCS Student Summer Employment program. Please complete the evaluation below and return the completed reference form to me in a sealed envelope.

Applicant's Signature: _____ **Date:** _____

SECTION II (to be completed by person giving reference)

Teacher or School Staff Member's Name: _____

Position: _____ School Name: _____

Work Phone: _____ Email: _____

How long and in what capacity have you known this student (i.e., teacher, guidance counselor, etc.)?

What are three words that come to mind to describe this student? _____

Please rate the applicant in following areas:

	Above Average	Average	Below Average	Unknown
Academic achievement	_____	_____	_____	_____
Self confidence	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Conduct/Character	_____	_____	_____	_____
Discipline/Work Habits	_____	_____	_____	_____
Attendance/Reliability	_____	_____	_____	_____

Is the applicant honest and trustworthy? Yes _____ No _____

Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for PWCS Student Summer Employment? Yes No If Yes, explain: _____

Teacher or School Staff Signature: _____ **Date:** _____

Please put the completed reference in an envelope, seal it, sign across the seal, and return the envelope to the applicant.

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.