



WCPSS Application Checklist

Thank you for your interest in the Wake County Public School System (WCPSS). We seek the highest quality employees to help us achieve our mission and goal. If you want to invest your time, energy, and talents to help us facilitate success for Wake County students, we welcome your application for employment to our system.

WCPSS Mission	WCPSS Goal
<p><i>The Wake County Public School System will educate each student to become a responsible and productive citizen.</i></p>	<p><i>By 2008, 95% of students in grades 3 through 12 will be at or above grade level as measured by NC EOG or EOC tests, and all student groups will demonstrate high growth.</i></p>

Submit all parts of your application **at the same time** so that we can process it efficiently and quickly.

Remember

All employment applications include:

- Complete, signed Employment Application.
- Notarized** Application Supplement
 - Sign the form in the presence of a notary.
 - Include detailed written explanations for questions answered with a “Yes.”
- Two confidential references in sealed envelopes. Use the forms provided.
- Copies of all of your teaching licenses (Substitute Teaching Applicants ONLY).
- All college transcripts (If degree was granted, transcripts should include the degree granted and date).

Submit your complete application:

Submit complete applications for non-certified administrators, teachers, special services, substitute teachers, teacher assistants, extra duty, and office support positions to:	Submit complete applications for maintenance, custodial, child nutrition, and bus driver/monitor positions to:
<p style="text-align: center;">Director of Applications Wake County Public School System Human Resources – Crossroads II 110 Corning Road Cary, NC 27518-9235</p>	<p style="text-align: center;">Director of Support Applications Wake County Public School System Human Resources – Crossroads II 110 Corning Road Cary, NC 27518-9235</p>

For assistance with your application or to check the Job Hotline call:
919-850-1800 or 800-346-3813

Online Job Listings:

<http://www.wcpss.net/HumanResources/hrjobs.html>

Salary schedules:

<http://www.wcpss.net/salary-schedules/>

Frequently Asked Questions

How can I obtain an application?

- Visit the Wake County Public School System (WCPSS) building at 3600 Wake Forest Road in Raleigh. Applications are available at the front desk, and in the Customer Service Center Applications are also available at the Human Resource Office at Crossroad II, 110 Corning Rd., Cary.
- Download an application from the WCPSS web site at <http://www.wcpss.net/> Click on the “Jobs” link at the top of the web page.
- Call 919-850-1800 or 800-346-3813.

How do I get confidential references completed?

- Reference letters should be completed by individuals for whom you have worked or those that can speak for the quality of your work. They may also include advisors, supervisors, teachers, etc. Relatives cannot be used as references.
- Provide the two confidential references from sources not listed as references on the application.
- Give them a copy of the reference form and an envelope marked “Reference for Applicant (*your name*).” Ask them to complete the reference and return it to you in the sealed envelope with their signature across the seal.
- Submit the two sealed envelopes with your complete application.

If I already have references completed, do I still need to include the confidential references provided in the application?

- Yes, you must include two confidential references on WCPSS forms in sealed envelopes that have been signed across the seal by the individual.
- Additional references may be included with your complete application but they will not be considered confidential and cannot be used in place of the confidential references.

How do I submit my application?

- Submit only *complete* applications. (See the Application Checklist.)
- Deliver or mail complete applications to the Director of Applications in Human Resources. (See the Application Checklist for addresses.)

What happens after my complete application is submitted?

- Your application information will be keyed into the WCPSS database.
- Once a complete application is on file, applicants may contact supervisors or principals about job openings.
- Job Hotline: 919-850-1800 or 1-800-346-3813
- Online Job Listings: <http://www.wcpss.net/HumanResources/hrjobs.html>
- Supervisors and administrators interview selected, qualified applicants for positions.

How do I find out about the status of my application?

- Once the application has been keyed into the WCPSS database, you will receive a postcard indicating the status of the application. It will take two to four weeks.

How long are applications kept on file?

- Complete applications are kept on file for two years. Incomplete applications are destroyed after six months.

If I already have an application on file, do I need to complete another application to substitute?

- No, you should submit a request in writing to the Director of Applications in Human Resources to have your file cross-referenced for substitute teaching. Include your full legal name and your social security number in your correspondence.

How do I reactivate my application?

- Call 919-854-1744.

What happens if I am recommended for a job by a supervisor or administrator?

- The supervisor or administrator will recommend you for the job to the Human Resources Administrator for your school or building.
- The HR Administrator will check your personal and employment history and professional licenses.
- Applicants must get a physical that includes a drug test and a TB test. (The TB test must be read after three days. No recommended applicant can be in contact with students until the TB test is cleared.)



WAKE COUNTY PUBLIC SCHOOL SYSTEM

EMPLOYMENT APPLICATION (Non-Certified Positions)

Questions or comments? Telephone: 919-850-1800 or 800-346-3813

A complete application includes the following enclosed information:
• Employment Application
• Notarized Application Supplement – Waiver and General Release
• Transcripts of all college/university work
• Two (2) confidential references

Date: _____
[] Non-Certified Administrator
[] Support Position
[] Substitute Teacher

Personal Information

Print Clearly.

NAME Last Name First Name Middle/Maiden Name

EMAIL ADDRESS

PRESENT ADDRESS Street City State Zip Code

AT PRESENT ADDRESS UNTIL Month Day Year

PERMANENT ADDRESS Street City State Zip Code

PRESENT TELEPHONE () PERMANENT TELEPHONE ()

Date available for employment Month Day Year

Are you legally eligible for employment in the United States? [] Yes [] No

Are you related to a WCPSS employee? [] Yes: Employee's name and position , [] No

Have you previously filed an application with Wake County Public School System (WCPSS)?
[] Yes Date [] No

Have you previously been employed by the WCPSS? [] Yes From - To , [] No

Job Interests

For available positions, call 850-1800 or visit the online job listings at http://www.wcpss.net/HumanResources/hrjobs.html
Enter the job titles for which you are applying. Include subject areas and grade levels if applicable.

- _____
• _____
• _____

References

Provide the names of three (3) individuals who can provide information on your performance strengths. Relatives should not be listed. These names and addresses should not include those asked to fill out the confidential references.

Name of Reference (Include Title, Position, Company if applicable)	Complete Address (Street, City, State, Zip)	Telephone Number	Nature of Relationship (Co-Worker, Minister, Teacher, etc.)	How long have you known this person?
		() -		
		() -		
		() -		

May we share your name/application with other school employees as they request referrals? Yes No

Education

Provide copies of all college transcripts with the application.

Level of Education	Name of School or University	State	Field of Study	Type of Degree or Highest Grade Completed	Dates of Attendance (From – To) Month/Year - Month/Year
High School or GED					-
Business/Trade School					-
College/University					-
College/University					-
College/University					-
Other - Specify					-

Have you completed North Carolina Effective Teacher Training? Yes No [Provide completion certification with the application.]

How did you learn about the Wake County Public School System?

Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Attended WCPSS | <input type="checkbox"/> Advertisements |
| <input type="checkbox"/> Student teacher in WCPSS | <input type="checkbox"/> Personal referral |
| <input type="checkbox"/> Substitute teacher in WCPSS | <input type="checkbox"/> College Career/Placement Office |
| <input type="checkbox"/> Residence established here | <input type="checkbox"/> Web site/E-mail |
| <input type="checkbox"/> Job Fair (Where?) _____ | <input type="checkbox"/> Other: _____ |

Employment History

Begin with your most recent position and include your entire work history. For additional space, use a separate sheet of paper.

A resume cannot be substituted for completing this information.

Date _____ / _____ / _____	To _____ / _____ / _____	Salary/Wages: Start Rate _____	Per _____
Position Title _____		Ending Rate _____	Per _____
Employer/Firm _____		Description of Work _____	
Address _____			
Number of hours worked per week _____			
Supervisor _____		Reason for Leaving _____	
Phone _____			

Date _____ / _____ / _____	To _____ / _____ / _____	Salary/Wages: Start Rate _____	Per _____
Position Title _____		Ending Rate _____	Per _____
Employer/Firm _____		Description of Work _____	
Address _____			
Number of hours worked per week _____			
Supervisor _____		Reason for Leaving _____	
Phone _____			

Date _____ / _____ / _____	To _____ / _____ / _____	Salary/Wages: Start Rate _____	Per _____
Position Title _____		Ending Rate _____	Per _____
Employer/Firm _____		Description of Work _____	
Address _____			
Number of hours worked per week _____			
Supervisor _____		Reason for Leaving _____	
Phone _____			

Date _____ / _____ / _____	To _____ / _____ / _____	Salary/Wages: Start Rate _____	Per _____
Position Title _____		Ending Rate _____	Per _____
Employer/Firm _____		Description of Work _____	
Address _____			
Number of hours worked per week _____			
Supervisor _____		Reason for Leaving _____	
Phone _____			

Other Information

Provide any other information that you feel is important to consideration of your application. List special training, certification or license, include knowledge, skills, abilities and other qualifications you would like us to consider. You may include a resume.

Conditions of Employment

- Employment with the Wake County Public School system is conditional pending approval by the Wake County Board of Education. Failure to provide accurate and complete information on you application shall be grounds for disqualification for employment or immediate dismissal in the event you are employed.
- Applicants must complete a notarized Application Supplement form in its entirety as a part of the application package in order to be considered for employment.
- Under Federal Law, a new employee must complete the Employee section of the Employment Eligibility Verification (I-9) before assuming his/her duties. Within three days of assuming his/her duties, the employee must produce the documentation establishing his/her authorization to work in the United States.
- It is the policy of the Wake County Board of Education to maintain a safe, drug-free workplace. If you have a commercial driver’s license, you might drive a school bus or other school owned-vehicle, you will be required to submit to a drug and alcohol screening at the school system’s expense.
- You must complete other employment forms in the employment package and submit them as specified by your employment letter.

Fair Labor Standards Act of 1938

I do hereby acknowledge that as part of the terms and conditions of my employment with Wake County Public School System, I understand that I may be required to work more than forty hours in a workweek. If I am considered a nonexempt employee, I further understand that, in lieu of overtime compensation, I will receive compensatory time off at the rate of one and one-half hours for each hour of employment for which the Fair Labor Standards Act of 1938 requires overtime compensation.

Signature of Applicant _____ Date _____

Assurance

The Wake County Public School System does not discriminate against any person on the basis of race, sex, color, religion, national origin, citizenship status, age or handicap in any of its educational or employment programs or activities.

Read Carefully Before Signing

I certify that all information provided in this application is true and correct to the best of my knowledge. I understand that misrepresentation or failure to fully disclose any information requested in this application shall disqualify me from consideration, or subject me to disciplinary action up to and including dismissal in the event I am employed at the time it is discovered. I understand that my application will remain on file for two years. I agree that if any information or answers to questions change either before or after employment, I will notify the Human Resources Office in writing immediately. I authorize the superintendent to conduct reference and background checks. I have read and understand the conditions of employment stated above.

Signature of Applicant _____ **Date** _____
Month Day Year

<p>Submit complete application for non-certified administrators, special services, substitute teachers, teacher assistants, extra duty and office support positions to:</p>	<p>Submit completed applications for maintenance, custodial, child nutrition and bus driver/monitor positions to:</p>
<p>Director of Applications Wake County Public School System Human Resources – Crossroads II 110 Corning Road, Suite 1100 Cary, NC 27518-9235</p>	<p>Director of Applications Wake County Public School System Human Resources – Crossroads II 110 Corning Road, Suite 1100 Cary, NC 27518-9235</p>



Application Supplement
Waiver and General Release

(This form must be notarized in order to be complete.)

FULL NAME:

(Last) (First) (Middle) (Maiden Name and year name changed)

OTHER NAMES USED IN THE LAST 10 YEARS (specify dates):

SEX RACE SOCIAL SECURITY NUMBER
DATE OF BIRTH: DRIVER'S LICENSE NUMBER SPECIFY STATE

List all of your places of residence for the past ten (10) years beginning with your current address. Use an additional page if necessary.

Table with 6 columns: Street, City, County, State, Zip, Year (From-To)

The Wake County Board of Education is an equal opportunity employer. Applicants are considered and hired without regard to race, sex, age, color, religion, national origin, citizenship status, political affiliation, or disability.

I hereby expressly authorize the Wake County Board of Education, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement or traffic records, and periodic record checks after I am hired. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give the Board of Education, its agents or employees any written or other personnel information they may have regarding me. In consideration of the review of my employment application by the Wake County Board of Education, its agents or employees, I hereby release the Board of Education and any and all providers of information to whom this release is sent from any Liability as a result of furnishing or receiving this information. I further certify that if I am a male subject to Selective Service registration requirements, I have complied with all rules or regulations issued, and I am eligible for employment by the Board of Education in accordance with N.C.G.S. § 143B-421.1.

I certify that all information provided on both pages of this application supplement is accurate and complete. I agree that if any information or answers to questions change either before or after employment, I will notify the Assistant Superintendent for Human Resources - Employee Relations in writing immediately. I acknowledge that failure to provide accurate and complete information on this application supplement, or failure to update this supplement with accurate and complete information in the future, shall be grounds for disqualification for employment or immediate dismissal.

Signature Date

To be signed and dated in the presence of a Notary Public.

Notary Public Certification:

State of County of

I, as a Notary Public of the said State and County, do hereby certify that personally appeared before me and, being duly sworn, executed the foregoing instrument.

Witness my hand and seal this day of, Notary Seal

Signature of Notary

My commission expires

CRC Received
CRC Completed

Consumer Notification – Consumer Reports

You are hereby notified that a consumer report or an investigative consumer report may be obtained from a consumer-reporting agency, other agency, or directly by this employer for the purpose of evaluating you for employment, promotion, reassignment, or retention as an employee. The report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living from public or private record sources, or through personal interviews with your neighbors, friends, associates, or educational facility. You have the right to make a request of the Consumer Reporting Agency to receive the information in its files on you at the time of your request. They will require proper identification and the payment of any authorized fees.

PLEASE CHECK THE APPROPRIATE BOX: If you answer “Yes” to any of the questions below, please provide a detailed explanation on a separate sheet of paper.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been denied a teaching certificate or had a teaching certificate suspended or revoked? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been suspended or dismissed from a job? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been asked to resign from your job in the face of possible adverse employment action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had an employment contract not renewed or not extended at the end of the contract? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever received a below standard or unsatisfactory rating on a job performance evaluation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been placed on an action plan (mandatory improvement plan) or been told that you would be required to complete an action plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been found guilty of any violation of law other than a minor traffic ticket? (If you have been convicted of writing worthless checks, driving while impaired, or driving while license revoked, you must answer “yes” to this question.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever pleaded guilty, pleaded no contest, received a Dismissal with Leave, a Prayer for Judgment, a Prayer for Judgment (continued), or entered into a Deferred Prosecution agreement for any charged violation of the law other than a minor traffic ticket? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have criminal charges or procedures pending against you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently under an obligation to perform or have you ever performed community service? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently on, or have ever been sentenced to, supervised or unsupervised probation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently or have you ever been a vendor with Wake County Public School System? |

Persons who are offered employment with the Wake County Public School System must meet the following conditions of employment in addition to the conditions of employment on the application:

- Employment with the Wake County Public School System is conditional pending approval by the Wake County Board of Education and completion of the criminal records check.***
- Applicants and current employees shall notify the Assistant Superintendent for Human Resources – Employee Relations immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.***



WAKE COUNTY PUBLIC SCHOOL SYSTEM

Reference Form – Non-Certified Personnel

TO THE APPLICANT:

This reference form should be completed by an individual for whom you have worked or someone who can speak for the quality of your work. The person may include an advisor, a supervisor, a teacher, etc. Relatives cannot be used as references. Provide the person an envelope labeled "Reference for Applicant Applicant's Name" in which to seal the reference. Have the person return the sealed envelope to you. Enclose the sealed envelope containing the reference with your complete application.

The Applicant should complete the top section of the form.

APPLICANT'S FULL NAME: _____
Last Name First Name Middle /Maiden Name

APPLICANT'S ADDRESS _____
Street City State Zip Code

APPLYING FOR A POSITION AS: _____

PERSON COMPLETING REFERENCE FORM: _____

TO THE REFERENCING INDIVIDUAL:

Place this completed form in an envelope labeled "Reference for Applicant Applicant's Name." Sign your name across the sealed flap. Return the sealed envelope **to the applicant** who will submit it with his/her complete application.

Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Narrative comments on page 2 of this form are welcome if you desire to elaborate. This information will be maintained in a separate pre-employment file and will not be made available to the employee except under subpoena or court order. Thank you for your assistance.

Complete this section for all applicants:

Check the level at which the applicant consistently performs.	Superior 5	Above Expectations 4	At Expectations 3	Below Expectations 2	Unsatisfactory 1
Character (general conduct, ethics, morals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal appearance (dress, grooming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to accept criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work without close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work closely with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness and thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty and cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills (oral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills (written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-making skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative comments are welcome.

Opportunities for observing the candidate: Yes ___ No ___ (If yes, please explain.)

Do you know of anything that would cause the candidate to be unfit for this position? Yes ___ No ___ (If yes, please explain.)

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? Yes ___ No ___ (If yes, please explain.)

If you were personally responsible, would you recommend the employment of this applicant? Yes ___ No ___ (If no, please explain.)

Additional Comments:

Reference Identification
Signature: _____
Printed Name: _____
Position: _____
Company/School: _____
Address: _____
City _____ State _____ Zip _____
Telephone Number: _____
Date: _____

Thank you for helping us to hire the best employees to serve Wake County students!

Questions?

Telephone 919-850-1800 or 800-346-3813



WAKE COUNTY PUBLIC SCHOOL SYSTEM

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The Applicant should complete the top section of the form.

APPLICANT'S FULL NAME: _____
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APPLICANT'S ADDRESS _____
Street City State Zip Code

APPLYING FOR A POSITION AS: _____

PERSON COMPLETING REFERENCE FORM: _____

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Personal appearance (dress, grooming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to accept criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work without close supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promptness and thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty and cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Communication skills (written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-making skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative comments are welcome.

Opportunities for observing the candidate: Yes ___ No ___ (If yes, please explain.)

Do you know of anything that would cause the candidate to be unfit for this position? Yes ___ No ___ (If yes, please explain.)

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? Yes ___ No ___ (If yes, please explain.)

If you were personally responsible, would you recommend the employment of this applicant? Yes ___ No ___ (If no, please explain.)

Additional Comments:

Reference Identification
Signature: _____
Printed Name: _____
Position: _____
Company/School: _____
Address: _____
City _____ State _____ Zip _____
Telephone Number: _____
Date: _____

Thank you for helping us to hire the best employees to serve Wake County students!

Questions?

Telephone 919-850-1800 or 800-346-3813