

**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA**

EMPLOYMENT REFERENCE FORM

The School District of Osceola County, Florida  
Department of Human Resources and Employee Relations  
817 Bill Beck Boulevard Kissimmee, FL 34744-4495  
Fax 407-870-4961

**TO BE COMPLETED BY APPLICANT**

Applicant Name \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_  
Last First M.

Previous Names(s) (Maiden) \_\_\_\_\_

Name of previous supervisor \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

I have applied with the School District of Osceola County, Florida for the following position(s)

\_\_\_\_\_

I authorize you to provide The School District of Osceola County, Florida with information regarding my suitability for employment. I further release and hold harmless my former employer from any action or liability for any information provided or statement made in good faith.

\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature / Date

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1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant?  
 Personal  Co-worker  Subordinate  Other

3. What was the applicant's position? \_\_\_\_\_

4. Describe the duties of the applicant \_\_\_\_\_  
\_\_\_\_\_

5. What were the dates of employment? From \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

6. What was the applicant's reason for leaving? \_\_\_\_\_  
\_\_\_\_\_

7. Did the applicant receive any disciplinary action or reprimand?  Yes  No  Not known

8. Was the applicant asked to resign?  Yes  No  Not Known

9. Did the applicant pass a probationary period?  Yes  No  Not Known

10. Was the applicant's certificate/contract suspended, revoked or non-renewed?  Yes  No  
 Not Known  
Reason (if known) \_\_\_\_\_

11. If a vacancy existed in your school/business for which the applicant was qualified would you recommend him/her for employment?  Yes  No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_

This form will not be shown to the applicant or other member of the public unless specifically requested, in compliance with FS 119, Public Records Law.

