

**THE SCHOOL BOARD OF POLK COUNTY
SUBSTITUTE TEACHER REFERENCE FORM**

Human Resource Services
PO Box 391
Bartow FL 33831-0391

Print Name: (Last) (First) (Middle) on-line app. #

has applied for a position as a Substitute Teacher with the School Board of Polk County. He/she have given us your name as a reference. Would you mind answering a few questions?

(Reference cannot be an immediate family member.)

How long have you known the applicant? _____

In what capacity? _____

Are you related to the applicant? _____

If yes, what is the relationship? _____

Do you know of any reason why we should not hire this person as a substitute teacher for our district?
_____ HR reviewed _____

What characteristics have you observed in the applicant that you feel will contribute to his/her success as a substitute teacher at a school in our District?

Print Name _____ **Signature** _____ **Date** _____

Telephone (home) (_____) Telephone (work) (_____) _____

Address _____ City _____ State _____ Zip Code _____

If employed, please list place of employment and position:

- *The Polk County Public School System is an equal opportunity employer. Discrimination on the basis of race, color, sex, age, religion, national origin, disability or veteran's status is prohibited.*
- *If you require any type of accommodation to complete the employment process due to a disability, please call (863)534-0689.*
- *Please address equity concerns to Patricia Hunter, Senior Coordinator, Equity and Compliance, (863)534-0513.*