

I have applied for a position in the Henrico County Public School System and would appreciate any information you may offer in regard to the items below. Please complete this form and return to the Department of Human Resources at the above address. I understand that this information will not be provided to me. Thank you for your response to this request.

\_\_\_\_\_  
*Name of Applicant* (First, Middle Initial, Last)

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Position Applied for*

**All applicants may be evaluated on the checklist below.** Page two of this document may be used for those applicants who have not taught and as an elaboration of the checklist. **Clerical and paraprofessional personnel may also be evaluated on page two.** Thank you for your cooperation.

Please check (  ) each of the items below.

	Superior	Above Average	Satisfactory	Less than Satisfactory	Unknown
Attendance					
Attitude/Enthusiasm					
Judgment					
Punctuality					
Character					
Knowledge of Work					
Quality of Work					
Communication Skills					
Response to Supervision					
Human Relation Skills					

**IF APPLICABLE:**

Classroom Management					
Instructional Effectiveness					
Model for Students					
Evaluation of Student Progress					
Rapport with Students					
Preparation and Organization of Learning Activities					
Parent/Community Relations					

Is person under contract?    yes     no

Would you reemploy?    yes     no

Indicate exact dates of service \_\_\_\_\_

Grades or subjects taught \_\_\_\_\_

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

