



**The School Board of Lafayette County, Florida  
PERSONNEL DEPARTMENT  
363 NE Crawford St.  
Mayo, FL 32066  
(386) 294-1351 FAX (386) 294-3072**

**NON-INSTRUCTIONAL REFERENCE FORM**

**SECTION A – To be completed by the applicant:**

**Please print or type:**

Applicant's Name \_\_\_\_\_

I have applied for a non-instructional position with the public school of Lafayette County in the following areas:

\_\_\_\_\_  
\_\_\_\_\_

Name & Address of Reference

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B – To be completed by reference:**

Consider this applicant in relationship to the areas listed below. Please indicate your rating by circling the appropriate number using the following scale. Thank you.

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5=Extremely competent/professional  
4=Very competent/professional  
3=Competent/professional

2=Less than competent/professional  
1=Much less than competent/professional  
0=No basis for judgment

<b>TECHNICAL KNOWLEDGE</b> – Level of understanding and ability to use technical information required for the job.	5 4 3 2 1 0
<b>TECHNICAL PROFICIENCY</b> – Level of performance in technical area.	5 4 3 2 1 0
<b>WORK STANDARDS</b> – Quantity of Work Quality of Work	5 4 3 2 1 0
<b>JUDGMENT</b> – Making decisions which are based on logical assumptions and which reflect factual information.	5 4 3 2 1 0
<b>DEPENDABILITY</b> – Reliable and trustworthy.	5 4 3 2 1 0
<b>PUNCTUALITY</b> – Observant of appointed time.	5 4 3 2 1 0
<b>ENERGY</b> – Maintains high activity level, alert, energetic.	5 4 3 2 1 0
<b>INITIATIVE</b> – Takes action to achieve goals beyond what is necessarily called for.	5 4 3 2 1 0
<b>ADAPTABILITY</b> – Maintains effectiveness in varying environments, tasks, and responsibilities.	5 4 3 2 1 0
<b>SENSITIVITY</b> – Considers the feelings and needs of others.	5 4 3 2 1 0
<b>COMMUNICATIONS</b> – Oral Communication	5 4 3 2 1 0
Written Communication	5 4 3 2 1 0
Non-Verbal Communication	5 4 3 2 1 0
Listening Skills	5 4 3 2 1 0

This assessment covers the period between \_\_\_\_\_ to \_\_\_\_\_.

I have known the applicant \_\_\_\_\_ (months, and/or years) in my capacity as \_\_\_\_\_.

This person was employed as \_\_\_\_\_.



Have you ever been employed by the Lafayette County School Board?  Yes  No. If yes, reason for leaving:

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Have you ever been dismissed or asked to resign any position (or not been reappointed)?  Yes  No

If yes, explain: \_\_\_\_\_

Yes  No Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation (DUI is not a minor traffic violation); or are there any criminal charges now pending against you? SEALED or EXPUNGED records must be reported pursuant to s.943.058 F.S. Failure to answer this question accurately could cause loss of employment. A Yes or No answer is required. If you check the Yes box, you must give the information requested for each charge. Please attach a separate sheet if you need more space.

City Where Arrested	State	Date of Arrest	Charge(s)	Disposition(s)

List machines or equipment with which you have had training or experience, or any special skills that you possess:

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**Work Experience Record:**

Name, Address & Phone # of Employer	Dates of Employment		Supervisor	Job Title/Responsibilities
	From	To		

*Attach a separate sheet if you need more space.*

Why did you leave your last position or why do you wish to change from your present position?

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**Education:**

**Name and Address of High School:** \_\_\_\_\_  
\_\_\_\_\_

Graduation Date: \_\_\_\_\_

**Name and Address of College:** \_\_\_\_\_  
\_\_\_\_\_

Graduation Date: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

**Other Schools Attended:** \_\_\_\_\_

**References:**

Please give complete names and addresses. Use former employers, if possible.

1. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State Phone #

3. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State Phone #

2. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State Phone #

4. \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City/State Phone #

**Notarization:**

I hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the State of Florida. I further certify that all information pertaining to this application is true, correct and complete.

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

Notary Seal:

State of \_\_\_\_\_, County of \_\_\_\_\_, Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
who is personally known to me \_\_\_\_ or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public



Request for Local Criminal Records Check

TO: Lafayette County Sheriff's Department  
Post Office Box 227  
Mayo, FL 32066

*If your address/residence is not in Lafayette County, please have your local Sheriff's Department complete this form:*

\_\_\_\_\_ *County Sheriff*

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

Name of Requestor:

Lafayette County School Board  
363 NE Crawford Street  
Mayo, FL 32066

The person listed below is planning to volunteer/visit at our local school. As part of the procedure in our district, a local criminal record check must be done in order for a person to be on our campus. Please provide any information you may have in your records on this individual.

Your cooperation and assistance in this matter is greatly appreciated.

*I hereby authorize this facility to check any and all records pertaining to criminal activity, and for any law enforcement agency to release information regarding criminal activity under Florida Statutes or statutes of other jurisdictions.*

\_\_\_\_\_ Date \_\_\_\_\_ Signature

Name (Printed): \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Results of Record Check: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Title \_\_\_\_\_

Date: \_\_\_\_\_

**The School Board of Lafayette County, Florida**  
**363 NE Crawford Street**  
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**(386) 294-1351    FAX (386) 294-3072**

TO:            New Applicant \_\_\_\_\_

FROM:        Personnel Department

DATE:        \_\_\_\_\_

SUBJECT:     Application and Personnel Forms

**Pre-employment Requirements:**

Check off as they are completed:

- \_\_\_\_\_ 1. A completed Lafayette County School Board Application for Employment
- \_\_\_\_\_ 2. Copy of Degree and/or Transcript listing degree, if applicable
- \_\_\_\_\_ 3. Local Background Check
- \_\_\_\_\_ 4. Employee Non-Instructional Reference Form

**It is the applicant's responsibility to have Items 3 and 4 completed by the appropriate agency or employer.**

**Post-employment Requirements:**

Please be advised that this page must be returned to the Personnel Office by \_\_\_\_\_.  
Failure to comply may result in not receiving a paycheck.

Check off as they are completed:

- \_\_\_\_\_ 1. A completed fingerprint check for State and Federal clearance along with the fee
- \_\_\_\_\_ 2. Withholding tax authorization form (W-4)
- \_\_\_\_\_ 3. Copy of Social Security Card
- \_\_\_\_\_ 4. A signed "Statement Concerning Your Employment in a Job Not Covered by Social Security"
- \_\_\_\_\_ 5. A completed Worker's Compensation form
- \_\_\_\_\_ 6. Exemption Status for Public Records form
- \_\_\_\_\_ 7. A signed receipt for Policy 2.16, Prohibiting Discrimination, Including Sexual and Other Forms of Harassment; Policy 2.17, Reporting Child Abuse; Policy 6.45, Alcohol and Drug Free Workplace; Employee Job Description; "The Code of Ethics", "The Principles of Professional Conduct" by the Florida Education Standards Commission; Safety Rules
- \_\_\_\_\_ 8. Direct Deposit Information
- \_\_\_\_\_ 9. New Hire Information Entry Form
- \_\_\_\_\_ 10. Letter of Employment
- \_\_\_\_\_ 11. A completed Employment Eligibility Verification (Form I-9) and copy of Driver's License or other accepted document
- \_\_\_\_\_ 12. Physical Examination, if applicable
- \_\_\_\_\_ 13. Loyalty Oath

\_\_\_\_\_  
Personnel Clearance Signature

\_\_\_\_\_  
Date Cleared