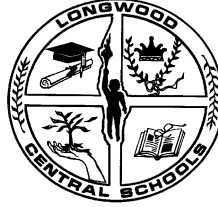


LONGWOOD CENTRAL SCHOOLS

35 YAPHANK-MIDDLE ISLAND ROAD • MIDDLE ISLAND, NEW YORK 11953-2373

LANCE LOHMAN, Ed.D.
 Superintendent of Schools
 631-345-2172 ~ Fax 631-345-2166



JANET M. BRYAN
 Assistant Superintendent District Operations
 631-345-2782 ~ Fax 631-345-2166

ROBERT M. HAGAN, Ed.D.
 Assistant Superintendent Human Resources
 631-345-5896 ~ Fax 631-345-2178

VAUGHN DENTON, Ed. D.
 Assistant Superintendent for Pupil Personnel & Community Services
 631-345-2163 ~ Fax 631-345-9286

JAMES CRENSHAW
 Assistant Superintendent Instruction & Learning
 631-345-2791 ~ Fax 631-345-2166

Substitute Reference Check Form

The person named below has applied for a position in our school district. It is a requirement of our employment practice to obtain three (3) different reference checks from individuals who know the applicant personally. To this end, we request that you place a check mark in the appropriate columns and return this form to us. Your response will be treated as confidential information. Thank you for your assistance.

Applicant's Name: _____
 Position Applying for: _____

	No Basis to Respond	Unsatisfactory	Satisfactory	Good	Above Average
Professional Characteristics					
Candidate is receptive to direction and supervision					
Shows continuous growth in ability to incorporate suggestions					
Open to the ideas and opinion of others					
Punctual attendance record					
Assignments turned in completed in prescribed manner					
Keeps accurate and neat records					
Is enthusiastic and pleasant to co-workers					
Makes favorable impressions on others					
Quick to understand, creative and resourceful					
Follow established procedures					

Personal Qualifications	No Basis to Respond	Unsatisfactory	Satisfactory	Good	Above Average
Takes and follow directions					
Enthusiastic					
Uses good judgment in assuming responsibility for self & others					
Enthusiastic and interested in new pursuits					
Self-directed					
Deals rationally with problems					
Dependable and reliable					
Has an interest in growth and welfare of children					

Additional Comments Regarding Candidate (Attach Addition Sheet(s) as needed)

If you were in an employment arrangement with our applicant, would you hire, rehire him/her? Yes No

How long have you known this person in his/her related position? _____

Your Full Legal Name _____ Position of Evaluator _____

Signature of Evaluator _____ Placement of Employment _____

Date _____ Contact Phone Number _____

Return Directly to: Longwood CSD
 35 Yaphank Middle Island Road OR Email: humanresources@longwoodcsd.org
 Middle Island, NY 11953
 Attn: Human Resources

The Longwood Central School District offers equal educational opportunities including career and technical educational opportunities. It does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment or sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, students are also afforded protection based on weight.