



Kids Express Preschool

at Willow Valley
300 Willow Valley Square
Lancaster, PA 17601
717-464-1439



Date _____

Dear _____

_____ has applied for a position at Kids Express Preschool and has given your name as a professional reference. We would appreciate your response to the questions below. A release from the applicant is on the bottom of this form, and all information will remain confidential.

What were the dates this applicant worked or volunteered with your organization?
From _____ to _____

How would you rate this applicant in the following areas?

	Poor	Fair	Good	Excellent
Punctuality				
Attitude				
Initiative				
Attendance record				
Quality of work				
Ability to work with coworkers				
Ability to work with supervisors				
Interaction with students				
Interaction with parents				
Willingness to accept feedback				

Would you rehire this applicant? Yes / No If not, why? _____

Please make any additional comments that might help us make a decision about employing this applicant.

Thank you for your assistance. Please return this information in the self-addressed envelope we have enclosed. This reference will be kept **confidentially between you as the referrer and the director** of the Kids Express Preschool.

Tina Palguta
Director

I hereby authorize my former employer to release the above information.

Signature _____ Date _____



Tina Palguta, Director
717-464-1439
tpalguta@gracewv.org