



MEMORANDUM

TO: Applicant Requesting Employment
FROM: Dave Weissman, Transportation Director
SUBJECT: References

First, let me thank you for your interest in becoming a school bus driver with School District Five. If selected, you will be given the training necessary for you to be a safe and responsible employee for School District Five and the Transportation Department.

Please understand we are looking for the best qualified person(s) available. This means individuals who have previously displayed the highest traits as listed on the back of the reference form. Dependability, competence, flexibility, as well as the other traits listed, will help in determining your compatibility with this job. References must be returned before application can be processed including payroll. All references will be verified.

Second, the reference forms provided to you must be signed in the presence of someone from the Transportation Department. Many employers are unwilling to complete these forms unless you have waived your right to access. In doing so, these references become the property of School District Five and will not be made available to you or others not involved with the hiring process.

Third, it is very important that these references be completed within the following guidelines. Failure to follow the instructions below may be a factor in the selection for employment.

- You will not be allowed to attend training until all references have been returned.
You must have a reference from your most recent employer and two other former employers.
Personal references may also be required if you do not have at least two additional employer references. Approval to use personal references must be given by the Transportation Director. Personal references must be former teachers, church officials, friend or neighbors. You may not use relatives such as parents, spouses, in-laws, cousins, etc.
You must send the reference forms only to those listed on page one of your application – other references may not be considered unless justified.
Do not fill out any portion of this reference form except for your name, social security number, signature and date.

Your signature below indicates that you have read, understand and accept the requirements in completing the reference forms. Complete the forms exactly as instructed: failure to do so may be consideration for not processing your application.

____ Print Name
____ Signature _____ Date