

## CONFIDENTIAL RECOMMENDATION FORM Confidential Employee Position

**Applicant** *Please complete this section.*

Position Applied for: _____				
Name _____				
Last	First	Middle Initial		
Address _____				
Street	City	State	Zip	
Work Phone _____		Home Phone _____		Cell Phone _____
<b>Please read the statement below and sign where indicated.</b>				
I release from liability all persons and organizations reporting information requested by this Confidential Recommendation Form.				
Applicant's Signature _____				Date _____
Chula Vista Elementary School District – Confidential				

<p>The person named above is applying for a confidential employee position in the Chula Vista Elementary School District. We are interested in your assessment of this applicant. Please complete this form and return it along with any attachments <b>directly to the address listed below</b>. Thank you and be assured that all information will remain confidential.</p>					
1. How long have you known the applicant? From: _____ To: _____					
2. In what capacity have you known this applicant: _____					
3. Based on your experience, please evaluate the applicant in each of the areas below:					
	<b>Exceptional</b>	<b>Excellent</b>	<b>Acceptable</b>	<b>Needs Improvement</b>	<b>Unable to Judge</b>
Leadership					
Decision Making					
Problem Solving					
Organization					
Written Communication					
Verbal Communication					
Interpersonal Relationships with Others					
Cultural, Socio-Economic and Ethnicity					
Attitude, Initiative, and Cooperation					
<b>Additional Comments:</b>					
Signature _____			Name _____ <small>(Please Print or Type)</small>		
Position or Title _____			Company _____		
Address _____					
Telephone Number _____			Date _____		
<b>Chula Vista Elementary School District • Human Resources • 84 East "J" Street • Chula Vista • CA 91910</b>					