



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## Reference for Employment

The Los Angeles Unified School District requires the highest standard of dependability and integrity in our employees. In an effort to select such employees for employment, we have obtained authorization from your current or previous employee to contact your agency for reference information. Please assist us in this effort by completing the following reference form.

**Note:** California Civil Code Sections 47, 1785 & 1786 provide protection from tort liability to a current or former California employer who, upon request, without malice and based on credible evidence, provides information to a prospective employer about the job performance or qualifications of an applicant. The information provided by a former employer is confidential and will not be directly shared with the applicant.

**Please answer the following questions by transferring the information from the reference email you received from our agency. After completing the form, please save and email it to [PC-References-Central@lausd.net](mailto:PC-References-Central@lausd.net)**

The Name of the Candidate:

Last 4 Digits of the Candidate's Social Security Number:

LAUSD Job for which Candidate is Applying:

### Please answer the following questions to the best of your knowledge:

Does the applicant information provided in the reference email you received agree with your records?    Yes    No

Has this person shown acceptable compliance with the policies and procedures of your firm?    Yes    No

Has this person shown acceptable attendance, punctuality, and notification of absence?    Yes    No

Has this person carried out job duties in a competent, ethical, and safe manner?    Yes    No

Has this person maintained acceptable working relationships with peers, subordinates, superiors, and others in his/her work environment?    Yes    No

Would you hire this person again?    Yes    No

**Please provide an explanation for any response in which you selected "No".**

### Please provide the following information:

The name of your organization

Your name

Your title

Your telephone number

How many years have you known the applicant:

Have you supervised this applicant:    Yes    No