

**BALDWINSVILLE CENTRAL SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES**

29 East Oneida Street  
Baldwinsville, New York 13027  
Area Code (315) 638-6049  
FAX (315) 638-6041

Dear \_\_\_\_\_,

\_\_\_\_\_ is an applicant for a position in the Baldwinsville Central School District in the area(s) indicated below. The applicant is requesting you to provide a written reference. We appreciate your comments concerning relationships with associates, the public and children, success in previous positions and moral character as well as your estimate of success in the position for which application is being made. You may be certain that your remarks will be held in strict confidence. Attach additional sheet if necessary.

- \_\_\_ Substitute Teacher
- \_\_\_ Teaching Assistant
- \_\_\_ Food Service
- \_\_\_ Custodial, Maintenance, Grounds
- \_\_\_ School Nurse
- \_\_\_ Teacher Aide
- \_\_\_ Clerical / Administrative
- \_\_\_ Technology / Technician
- \_\_\_ Bus Driver / Bus Attendant
- \_\_\_ Mechanic
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Substitute \_\_\_\_\_

Comments:

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Please return to:  
Office of Human Resources  
Baldwinsville Central School District  
29 East Oneida Street  
Baldwinsville, NY 13027

Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Position: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_