

Professional Position Employment Reference Teacher/Principal

Company/Organization Contacted: _____

Individual Contacted For Reference _____ Date _____

Name of Applicant _____

| | |
|--|--------------------------|
| <p>I authorize the above named company/organization to release all information in its possession pertaining to my employment, and I release the company/organization from any all liability in connection with the communication of the information.</p> | |
| <p>_____</p> <p>Applicant Signature</p> | <p>_____</p> <p>Date</p> |

**The individual named above has applied for the position of _____
with our organization: _____.**

During what period was he/she employed by you? From _____ To _____

What was your employment relationship with the above named individual? _____

| | | | | | |
|--|--------------------|------------------|----------------|----------------------|---------------------------|
| Job Title/Responsibilities | | | | | |
| Reason for Leaving | | | | | |
| Would you reemploy (If no, why not?) | | | | | |
| Please rate the following: | Outstanding | Very good | Average | Below Average | Unable to Evaluate |
| Teaching ability | | | | | |
| Command of classroom and students | | | | | |
| Communication skills with students | | | | | |
| Communication skills with school/parish leadership | | | | | |
| Quality and quantity of work | | | | | |
| Ability to Supervise subordinates | | | | | |
| Improvement on the job | | | | | |
| Ability to plan and organize | | | | | |
| Relationship with co-workers | | | | | |
| Attendance/Dependability | | | | | |
| Attention to detail | | | | | |
| Ability to solve problems | | | | | |
| Would the applicant be suited for the position described | | | | | |

Please explain if any of the above are marked Unable to Evaluate.

Is there anything else we should know?

Please complete the reverse side.

Employment Reference – Continued

The position requires regular contact with children.

The individual will be responsible for the daily supervision of children or will have regular and significant contact with children. We ask your assistance in verifying and providing certain information.

How long have you known the individual? _____

In what capacity have you known the individual? _____

Are you related to this individual? Yes No If Yes, How? _____

Based on your knowledge of this individual and the requirements as outlined above, how would you rate the individual as a candidate for this position? _____

If you have (had) children, how would you feel about this individual providing care and supervision for your child?

This job will require the individual to use interpersonal skills with both adults and children. Based on your knowledge of this individual, how would you evaluate his/her ability to use these skills?

Are you aware of any troublesome qualities or reasons this individual should not be considered for this position? Please explain

Do you have any concerns about this person working with youth on a one-on-one basis?

Your additional comments or remarks would be helpful and appreciated.

Signature _____ Job Title _____

Date _____