

**TEACHER PROFESSIONAL
 REFERENCE**

To be used by teachers who have teaching experience.

I - TO BE COMPLETED BY APPLICANT (Please Print)

Name of Applicant: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

I have applied for a teaching position with the Humanities and Fine Arts Charter School and would like for you to complete the form below in order that my file can be considered for an interview and screening. Please mail this form to the Humanities and Fine Arts Charter School address indicated above. Also note that this will not be kept confidential. In making this request I am expressly releasing the reference from any liability from complying with my request.

Signature of Applicant: _____ Date: _____

Notice: Any evidence that an applicant has completed any portion of the reference other than Section I may result in the Humanities and Fine Arts Charter School's denial of consideration for employment due to falsification of the application.

II - TO BE COMPLETED BY REFERENCE

Note: References are not accepted from members of the applicant's immediate family or in-laws of the same relationship.

Supervisory relationship: Former teacher Former student teacher Other _____

Subject(s) taught: _____ Grade level taught: _____

Dates of service : From: Mo: _____ Yr: _____ to Mo: _____ Yr: _____ Reason for leaving: _____

Based on your professional judgment of the applicant as a potential teacher, please mark [X] the appropriate rating of the characteristics indicated below.

Please note that the applicant has access to this reference, and that we will score this reference to determine the applicant's eligibility for employment.

Rating Key: 1 = No basis for judgment; 2 = Below acceptable standards; 3 = Meets/Met acceptable standards; 4 = Good; 5 = Outstanding

| DESIRED CHARACTERISTICS | RATING | | | | |
|---|--------|---|---|---|---|
| A. Lessons are stimulating, motivating, and creative in approach | 1 | 2 | 3 | 4 | 5 |
| B. Thorough and effective planning is utilized | 1 | 2 | 3 | 4 | 5 |
| C. Is reasonably firm equitable and consistent in discipline. | 1 | 2 | 3 | 4 | 5 |
| D. Has good mastery of subject area | 1 | 2 | 3 | 4 | 5 |
| E. Adapts instructions and methods recognizing individual differences | 1 | 2 | 3 | 4 | 5 |
| F. Uses appropriate oral communication techniques | 1 | 2 | 3 | 4 | 5 |
| G. Demonstrates appropriate and varied methods of student assessment | 1 | 2 | 3 | 4 | 5 |
| H. Displays willingness to experiment, try new methods, implement educational research | 1 | 2 | 3 | 4 | 5 |
| I. Shows awareness of larger institutional goals | 1 | 2 | 3 | 4 | 5 |
| J. Displays willingness to participate in extra-curricular school activities, committees, etc | 1 | 2 | 3 | 4 | 5 |
| K. Is dependable and accepts responsibilities | 1 | 2 | 3 | 4 | 5 |
| L. Uses appropriate written communication and techniques | 1 | 2 | 3 | 4 | 5 |
| M. Communicates effectively with parents | 1 | 2 | 3 | 4 | 5 |
| N. Uses appropriate technology in teaching and learning | 1 | 2 | 3 | 4 | 5 |
| O. Demonstrates good rapport and works collaboratively with colleagues | 1 | 2 | 3 | 4 | 5 |
| P. Shows interest in and demonstrates good rapport with students | 1 | 2 | 3 | 4 | 5 |
| Q. Is committed to student success in learning | 1 | 2 | 3 | 4 | 5 |
| R. Demonstrates a zest for teaching and learning; seeks self-improvement | 1 | 2 | 3 | 4 | 5 |
| S. Shows initiative and demonstrates effective leadership qualities | 1 | 2 | 3 | 4 | 5 |
| T. Maintains a professional appearance | 1 | 2 | 3 | 4 | 5 |
| U. Demonstrates ethical and professional behavior | 1 | 2 | 3 | 4 | 5 |
| V. Demonstrates appropriate attendance and punctuality | 1 | 2 | 3 | 4 | 5 |

Indicate your overall recommendation of this applicant for a teaching position:

- Do not recommend Recommend with reservations Recommend Recommend Highly

Comments: _____

Please check one of the following: The above reference is, to the best of my knowledge, an accurate reflection of the candidate's ability and his/her traits.
 I have additional information about the applicant, which I believe should be shared with the Humanities and Fine Arts Charter School. Please have the appropriate school administrator call me.

Do you know of any reason this person should not work around children? Yes No If yes, please elaborate: _____

 Signature of Individual Completing Reference Date

 Printed Name/Title Telephone (Area Code + Number)

 School System Address/City/State & Zip

PLEASE FORWARD DIRECTLY TO THE EDUCATIONAL LEADER - DO NOT RETURN TO THE APPLICANT

**ALTERNATE
 TEACHER
 REFERENCE**

To be used by applicants who do not have current teaching experience.

I - TO BE COMPLETED BY APPLICANT (Please Print)

Name of Applicant: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

I have applied for a teaching position with the Humanities and Fine Arts Charter School and would like for you to complete the form below in order that my file can be considered for an interview and screening. Please mail this form to the Humanities and Fine Arts Charter School address indicated above. Also note that this will not be kept confidential. In making this request I am expressly releasing the reference from any liability from complying with my request.

Signature of Applicant: _____ Date: _____

Notice: Any evidence that an applicant has completed any portion of the reference other than Section I may result in the Humanities and Fine Arts Charter School's denial of consideration for employment due to falsification of the application.

Note: References are not accepted from members of the applicant's immediate family or in-laws of the same relationship.

_____ This former or current employee worked/works: Full time Part Time

Position Held by Applicant _____

Did you supervise this person in an employee/employer situation? Yes No Dates of Employment: (Month/Year) From: _____ to _____

Reason for leaving: _____

Based on your professional judgment of the applicant as a potential teacher, please mark [X] the appropriate rating of the characteristics indicated below. Please note that the applicant has access to this reference, and that we will score this reference to determine the applicant's eligibility for employment.
 Rating Key: 1 = No basis for judgment; 2 = Below acceptable standards; 3 = Meets/Met acceptable standards; 4 = Good; 5 = Outstanding

| DESIRED CHARACTERISTICS | RATING | | | | |
|--|--------|---|---|---|---|
| A. Work performed was of high quality | 1 | 2 | 3 | 4 | 5 |
| B. Performed well without the need of direct supervision | 1 | 2 | 3 | 4 | 5 |
| C. In performing work, demonstrated resourcefulness and adaptability | 1 | 2 | 3 | 4 | 5 |
| D. Demonstrated good attendance record; was punctual | 1 | 2 | 3 | 4 | 5 |
| E. Demonstrated good overall job knowledge | 1 | 2 | 3 | 4 | 5 |
| F. Was careful in treatment of tools and/or equipment | 1 | 2 | 3 | 4 | 5 |
| G. Demonstrated ability to get along well with others | 1 | 2 | 3 | 4 | 5 |
| H. Was responsible and dependable | 1 | 2 | 3 | 4 | 5 |
| I. Demonstrated ability to communicate effectively with others | 1 | 2 | 3 | 4 | 5 |
| J. Followed written and oral instructions well | 1 | 2 | 3 | 4 | 5 |

Indicate your overall recommendation of this applicant for a teaching position:

- Do not recommend Recommend with reservations Recommend Recommend Highly

Comments: _____

Please check one of the following: The above reference is, to the best of my knowledge, an accurate reflection of the candidate's ability and his/her traits.
 I have additional information about the applicant which I believe should be shared with the Humanities and Fine Arts Charter School. Please have the appropriate school administrator call me.

Do you know of any reason this person should not work around children? Yes No If yes, please elaborate: _____

 Signature of Individual Completing Reference Date

 Printed Name/Title Telephone

 Organization/Company Name Company Address/City/State & Zip

II - TO BE COMPLETED BY REFERENCE

PLEASE FORWARD DIRECTLY TO THE EDUCATIONAL LEADER - DO NOT RETURN TO THE APPLICANT