

Professional Reference Form

Our school has received an application for a teaching position from:

We would appreciate your opinion on the applicant's ability to fill this position. The applicant has agreed that we have the right to keep your reference confidential. Thank you for your honest assessment of their skills and abilities.

Your name: _____

Position: _____

Name of school/church/organization: _____

Address: _____

Phone: Daytime: (_____) _____ Evenings: (_____) _____

Position(s) held by applicant:

Dates of service: _____ [] Full time [] Part time

Reason for leaving (if applicable):

Would you have any reservations about rehiring this applicant? _____

How would you rank this person as compared to others that you have supervised?

[] Top 5%

[] Next 20%

[] Middle 50%

[] Low 25%

A. TEACHER PERFORMANCE

Please write the number that most closely applies:

1 – Outstanding, **2** - Above Average, **3** – Satisfactory, **4** - Improvement Needed, **5** - No Opportunity to Observe

- ___ a. Plans subject material thoroughly and to meet the understanding and needs of individual students
- ___ b. Caters for individual learning requirements by using a variety of teaching styles, techniques and resources
- ___ c. Demonstrates a sound knowledge of subject matter
- ___ d. Communicates and relates effectively with students
- ___ e. Has the skills to support students with learning needs as well as challenge students of high intellectual potential
- ___ f. Exhibits ability to arouse interest and to stimulate intellectual growth.
- ___ g. Is fair, firm and consistent with students
- ___ h. Maintains effective classroom control
- ___ i. Compliments teaching with a well-organized, attractive classroom

B. PROFESSIONALISM

Please write the number that most closely applies:

1 – Outstanding, **2** - Above Average, **3** – Satisfactory, **4** - Improvement Needed, **5** - No Opportunity to Observe

- ___ a. Follows ethical and professional practices within the school community
- ___ b. Interacts sensitively with the wider school colleagues, support staff, community, parents and administration
- ___ c. Follows through on assignments
- ___ d. Is accurate and prompt in record keeping and in responding to communications
- ___ e. Is punctual to work each day and misses very few days of work
- ___ f. Makes good decisions after considering necessary information
- ___ g. Dresses appropriately within the dress code guidelines
- ___ h. Is reliable and dependable in carrying out assigned tasks

Should Bucharest Christian Academy have any reservations about BCA hiring this applicant?

Additional comments:

Please provide the name, and phone number or email address of one other reference we could contact with regard to this applicant.

Name: _____

Phone number: _____ Email address: _____

Please return this form to BCA (via post or email), not to the applicant.

Thank you for your assistance!