

# Reference Form

## BOGALUSA CITY SCHOOLS

The applicant listed below is applying for a certificated position. As part of the selection process, a minimum of two (2) references must be submitted for each applicant. You have been asked to complete this reference form because of your familiarity with the applicant's ability, potential, and past performance. Your prompt attention in completing the items below and returning this form to us will be greatly appreciated. Your reply will be considered strictly confidential and will not be revealed to the applicant.

**Non-experienced teachers** - Send reference requests to student teaching university supervisor(s), cooperating teacher(s), and school principal(s).

**Experienced teachers** - Send reference requests to principals, supervisors, and others who have observed and/or evaluated you **most recently**.

Applicant: \_\_\_\_\_  
FIRST
MIDDLE
LAST

SSN: \_\_\_\_\_

Position Desired:  Teacher  Ancillary Position  Pupil Appraisal

Check the appropriate box, which best describes the applicant in comparison with other persons you have known with comparable years of experience.

	Outstanding	Above Average	Average	Below Average	Poor
Accuracy and dependability					
Assessment of pupil needs and progress					
Classroom management skills					
Cooperation with others					
Correct use of standard English					
Development of conducive learning environment					
Effective communication					
Enthusiasm for learning and teaching					
Flexibility					
Initiative and creativity					
Instructional planning					
Integrity					
Judgment and common sense					
Knowledge of subject matter					
Leadership potential					
Loyalty to administration and system					
Maturity (poise, self-control)					
Motivation and relationship to pupils					
Personal hygiene and grooming					
Positive attitude toward supervision					
Potential for professional growth					
Punctuality/Attendance					
Teaching - effective instruction					
<b>Overall Estimate Of Teaching Capability</b>					

1. Have you seen the applicant teach?  Yes  No    2. Would you employ/re-employ this person?  Yes  No  
 3. Would you want this person to teach your child?  Yes  No    4. Would you prefer talking with us by telephone?  Yes  No  
 5. For the position desired, I recommend the applicant:  Highly  Favorably  With Reservation  Not At All  
 6. How long and in what capacity have you known the applicant? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Name of School/Organization: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

**Please Return To:**  
**BOGALUSA CITY SCHOOLS**  
**HUMAN RESOURCES**  
**1705 SULLIVAN DRIVE**  
**BOGALUSA, LA 70427**  
**FAX (985) 735-1358**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Reference