

PERSONAL REFERENCE (Substitute Teacher Applicant)

NAME OF APPLICANT _____ DATE _____

The above-named applicant has applied for a teaching position in the Catholic schools in the Diocese of Evansville, and has listed your name as a reference. Please complete this form and send to: Catholic Schools Office, Teacher Placement, PO Box 4169, Evansville IN 47724-0169. Your honest and candid response will be appreciated and treated confidentially.

O=Outstanding AA=Above Average A=Average BA=Below Average U=Unsatisfactory

| | O | AA | A | BA | U |
|--------------|----------|-----------|----------|-----------|----------|
| Honest | | | | | |
| Intelligent | | | | | |
| Hard-working | | | | | |
| Self-reliant | | | | | |
| Enthusiastic | | | | | |
| Patient | | | | | |
| Tactful | | | | | |
| Courteous | | | | | |
| Healthy | | | | | |
| Orderly | | | | | |
| Punctual | | | | | |
| Pleasant | | | | | |

- In what capacity have you known the applicant? _____
- How long have you known the applicant? _____
- What is your general opinion of the applicant's personal activities? _____

- What outstanding characteristics or skills will this applicant bring to the Catholic schools? _____

- Further comments: _____

Signature _____ Date _____

Printed Name _____ Position _____

School/Firm _____ Telephone () _____

WAIVER: In accordance with the Family Rights and Privacy Act of 1974-75, I hereby voluntarily waive my right of access to all recommendations and/or reference information which I have authorized the Catholic Schools Office and interested schools of the Diocese of Evansville to obtain pursuant to my application of employment.

Applicant Signature _____ Date _____