

PROFESSIONAL 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

PERSONAL QUALITIES	O	AA	A	BA	U
Physical Appearance					
Physical Health					
Intelligence					
Mental Health					
Enthusiasm for Teaching					
Initiative					
General Moral Character					
Patience					
Tact					
Courtesy					
Dependability and Punctuality					

(applicable to principals, supervisors, critic teachers)

PROFESSIONAL QUALITIES	O	AA	A	BA	U
Dedication/Commitment					
Professional Background					
Presentation of Material					
Ability to Discipline					
Attitude of Pupils toward Applicant					
Attitude of Teachers toward Applicant					
Attitude of Parents toward Applicant					

- In what capacity have you known the applicant? _____
- How long have you known the applicant? _____
- Have you observed the applicant teaching? ___ Yes ___ No
- What are the applicant's strengths? Weaknesses? _____

- Would you be willing to re-employ the applicant? ___ Yes ___ No

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 _____