



Holy Spirit

EPISCOPAL SCHOOL

12535 Perthshire Road, Houston, Texas 77024

Phone: 713 468-5138 Fax: 713 465-6972

Reference Form

PLEASE FORWARD REFERENCE FORMS AND HAVE THEM MAILED DIRECTLY TO THE PERSONNEL OFFICE.

Name of Applicant _____

Address _____

I have applied for employment with Holy Spirit Episcopal School. I am applying for the position of _____

_____. I hereby authorize you to give full and complete information as requested by Holy Spirit Episcopal School. For your convenience I have attached a stamped envelope addressed to the PERSONNEL OFFICE, HOLY SPIRIT EPISCOPAL SCHOOL, 12535 PERTSHIRE ROAD, HOUSTON, TX 77024-4186.

_____ Applicant's Signature Date _____

5 – Clearly Outstanding 4 – Exceeds Expectations 3 – Satisfactory 2 – Below Expectations 1 – Unsatisfactory

PERSONAL & PROFESSIONAL QUALITIES

5 4 3 2 1 (Unknown)

Appearance	_____	_____	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____	_____	_____
Punctuality	_____	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____	_____
Professional Judgment	_____	_____	_____	_____	_____	_____
Response to Supervision	_____	_____	_____	_____	_____	_____

TEACHING/INSTRUCTIONAL QUALITIES

Instructional Strategies	_____	_____	_____	_____	_____	_____
Classroom Management and Organization	_____	_____	_____	_____	_____	_____
Presentation of Subject Matter	_____	_____	_____	_____	_____	_____
Learning Environment	_____	_____	_____	_____	_____	_____
Professional Growth and Responsibilities	_____	_____	_____	_____	_____	_____
Motivation of Students	_____	_____	_____	_____	_____	_____
Attention to Student Needs	_____	_____	_____	_____	_____	_____
Effective Human Relations Skills	_____	_____	_____	_____	_____	_____
Peers	_____	_____	_____	_____	_____	_____
Parents	_____	_____	_____	_____	_____	_____
Students	_____	_____	_____	_____	_____	_____

SUPERVISOR QUALITIES

Demonstrates ability to organize resources necessary to complete development, implementation and evaluation of programs. _____

Demonstrates originality and creativity in the generation of new solutions to problems. _____

Demonstrates ability to establish a positive working environment with open interaction and communication. _____

Demonstrates responsibility for acquiring, maintaining, and upgrading personal skills necessary for the fulfillment of duties. _____

Demonstrates ability to work effectively with students, parents, and community. _____

Shows promise for success in position for which applicant is applying. _____

OVERALL RATING _____

How long have you known the applicant? _____ Would you hire/rehire the above applicant? yes no

Information given is based on (check items which apply):

- Applicant's principal
- Applicant's assistant principal
- Worked under my supervision
- Co-Worker
- Student teacher under my supervision
- Student in my class
- Personal acquaintance with the applicant
- Other _____

COMMENTS: _____

NAME (PLEASE PRINT) _____

CONTACT NUMBER _____

SIGNATURE _____

POSITION _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

DATE _____