

Vermilion Parish Public Schools

Reference Form for Certificated Positions

The applicant listed below is applying for a position in our system. As part of our selection process, a minimum of two (2) references must be submitted by 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					
Overall Estimate Of Teaching Capability					

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

6. How long and in what capacity have you known the applicant? _____

Additional Comments: _____

Name of Reference: _____

Title: _____

School/Organization: _____

Phone Number: _____

Please Return by mail or fax to:
Vermilion Parish School Board
Personnel Department
P. O. Drawer 520
Abbeville, LA 70511
Phone: 337-898-5753
Fax: 337-898-0939
Please return this form to us by
this date: _____

Signature of Reference _____ Date _____