

**DURHAM PUBLIC SCHOOLS**

**Reference Form**

Enclose this reference in a sealed envelope, sign the envelope across the seal, and return it to the applicant.

**To the applicant:**

Complete this section of the recommendation form and direct it to an individual for whom you have worked or who can speak for the quality of your work. Provide the person an envelope labeled "Reference for Applicant Applicant's Name" in which to seal the reference. Have the person return the sealed envelope to you. Enclose the sealed envelope containing the reference with your complete application.

Applicant's Full Name: \_\_\_\_\_ SS# \_\_\_\_\_  
Last name First name Middle/Maiden

Applicant's Address: \_\_\_\_\_  
Street City State Zip Code

Position desired \_\_\_\_\_

Person completing reference form \_\_\_\_\_

**To the reference:**

Place this complete recommendation form in an envelope labeled "Reference for Applicant Applicant's Name." Sign your name across the sealed flap. Return the sealed envelope to the applicant who will submit it with his/her complete application.

Please respond to each of the areas below, giving your candid opinion of the applicant's qualifications for the position indicated above. Narrative comments are welcome if you desire to elaborate. Thank you for your assistance.

*Complete this section for all applicants:*

Check the level at which the applicant consistently performs.	Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
Character (general conduct, ethics, morals)						
Appropriate dress, grooming						
Demonstrates initiative						
Tact						
Self-control						
Dependability						
Ability to work without close supervision						
Ability to work closely with others						
Technology skills						
Attendance/Punctuality						

*Complete this section for teacher applicants only:*

Check the level at which the applicant consistently performs.	Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
Management of Instructional time						
Management of student behavior						
Presentation of instruction						
Monitoring of student performance						
Provision for feedback to students						
Evidence of planning; use of resources						
Interaction with co-workers, parents						
Demonstrates respect for all students						
Demonstrates respect for cultural differences						
Assumption of non-instructional duties						
Evidence of professional growth						
Enthusiasm for teaching						
Communication skills (written and oral)						
Scholarship						

Applicant's name: \_\_\_\_\_ Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<b>What are the special strengths of the applicant?</b>

<b>Are there particular weaknesses of the applicant?</b>

<b>Does this applicant accept extra duties willingly?</b>

<b>If you were personally responsible, would you employ or re-employ this applicant? _____ yes _____ no</b>

<b>Are there other circumstances or is there information available which might affect the applicant's placement or future efficiency as an employee of Durham Public Schools? _____ yes _____ no</b>

Reference identification

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Organization/School \_\_\_\_\_

Telephone number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

*Thank you for helping Durham Public Schools recruit talented and caring employees.*

If you have questions, please contact Human Resource Services (919) 560-3643