**Applicant: Please send this request with the appropriate information to your references**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant First Name** | **Middle** | **Maiden** | **Last** | |
| **Address** | | **City** | **State** | **Zip** |
| The above named has applied for a position as an Elementary Principal Secondary Principal Assistant Principal   Dean of Students and has given your name as a **professional** **character** reference. Please complete this employment reference in accordance with your evaluation of the applicant. Thank you for your cooperation in completing this employment. | | | | |
| **All information herein stated will be treated as CONFIDENTIAL and will not be shared with the applicant.**  Please add any pertinent remarks on a separate sheet of paper and attach to this form. You may return this reference to our office via email to [nricco@rcbo.org](mailto:nricco@rcbo.org) or confidential fax to (714) 282-4276 or to the following address:  Diocese of Orange Pastoral Center  Office of Faith Formation/Catholic Schools  ATTN: Nanci De la Rosa-Ricco  13280 Chapman Ave., Garden Grove, CA 92840 | | | | |

**To be evaluated by CHARACTER reference only:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RELIGIOUS INVOLVEMENT** | **OUTSTANDING** | **VERY GOOD** | **GOOD** | **FAIR** | **POOR** | **UNABLE TO EVALUATE** |
| Knowledge of Catholic Doctrine |  |  |  |  |  |  |
| Religious Attitudes |  |  |  |  |  |  |
| Religious Practice |  |  |  |  |  |  |

**To be evaluated by PROFESSIONAL reference only:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROFESSIONAL COMPETENCE** | **OUTSTANDING** | **VERY GOOD** | **GOOD** | **FAIR** | **POOR** | **UNABLE TO EVALUATE** |
| Leadership Potential |  |  |  |  |  |  |
| Academic Preparation |  |  |  |  |  |  |
| Teaching experience |  |  |  |  |  |  |
| Staff relationships |  |  |  |  |  |  |
| Pupil relationships |  |  |  |  |  |  |
| Parent relationships |  |  |  |  |  |  |
| Organizational skills |  |  |  |  |  |  |
| Attendance record |  |  |  |  |  |  |
| Continuing academic development |  |  |  |  |  |  |

**To be evaluated by ALL references:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL CHARACTERISTICS** | **OUTSTANDING** | **VERY GOOD** | **GOOD** | **FAIR** | **POOR** | **UNABLE TO EVALUATE** |
| Moral character |  |  |  |  |  |  |
| Good judgment |  |  |  |  |  |  |
| Loyalty |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Health and vitality |  |  |  |  |  |  |
| Emotional stability |  |  |  |  |  |  |
| Dress and appearance |  |  |  |  |  |  |
| What is your overall evaluation of the applicant’s suitability for the administrative position indicated? |  |  |  |  |  |  |
| Do you know any reason that the applicant should not work with children and young people? | **No** | **Yes (If “Yes”, please explain):** | | | | |
| Would you re-employ the applicant? | **Yes** | **No** | **Not Applicable** | | | |
| Give three (3) strengths of applicant:: |  | | | | | |
| Areas of growth: |  | | | | | |
| Overall recommendation: |  | | | | | |
| Other Comments (attach additional pages as needed) |  | | | | | |

**To be completed by ALL references**

|  |  |  |  |
| --- | --- | --- | --- |
| I would recommend this candidate with enthusiasm with reservations I do **not** recommend this candidate. | | | |
| RELATIONSHIP TO APPLICANT       YEARS KNOWN:      FROM       TO | | | |
| REFERENCE NAME: | | TITLE: | |
| ADDRESS: | CITY: | STATE: | ZIP: |
| SIGNATURE | | DATE: | Day Phone:  Evening Phone: |