**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 or confidential fax to (714) 282-4276 or to the following address:Diocese of Orange Pastoral CenterOffice of Faith Formation/Catholic SchoolsATTN: Nanci De la Rosa-Ricco13280 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:       |