**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 a primary intermediate junior high  high school or substitute teacher and has given your name as a **professional** **character** reference. | | | | |
| Thank you for your cooperation in completing this employment reference in accordance with your evaluation of the applicant.  **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.  Please return this reference directly to our office via **email** to [nricco@rcbo.org](mailto:nricco@rcbo.org), via **fax** to **(714) 282-4276** or **mail** to address:  Diocese of Orange  Department of 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** |
| Academic Preparation |  |  |  |  |  |  |
| Teaching experience |  |  |  |  |  |  |
| Control of subject matter |  |  |  |  |  |  |
| Teaching ability |  |  |  |  |  |  |
| Class discipline |  |  |  |  |  |  |
| Classroom environment |  |  |  |  |  |  |
| Response to supervision |  |  |  |  |  |  |
| Staff relationships |  |  |  |  |  |  |
| Pupil relationships |  |  |  |  |  |  |
| Parent relationships |  |  |  |  |  |  |
| 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 teaching position indicated? |  |  |  |  |  |  |
| Do you know any reason that the applicant should not work with children? | **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 *(not required if emailed)* | DATE | Day Phone: | |
| Evening Phone: | |