

United Day School 1701 San Isidro Parkway, Laredo Tx 78045

PROFESSIONAL REFERENCE FORM

Name of Applicant *(Please Print)*

Social Security #

Position Sought

I have applied for employment with United Day School. I hereby give UDS permission to make inquiries of references concerning my performance in the past and general character. I hereby authorize the party receiving this form to give full and complete information as may be requested by the United Day School. I further agree that the information requested will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information.

Applicant's Signature

Date

REFERENCES MUST COME FROM PREVIOUS EMPLOYERS, PREFERABLY FROM MOST RECENT SUPERVISOR/PRINCIPAL

<i>Personal Qualities & Characteristics:</i>	<i>(5) Clearly Outstanding</i>	<i>(4) Exceeds Expectations</i>	<i>(3) Satisfactory</i>	<i>(2) Below Expectations</i>	<i>(1) Unsatisfactory</i>	<i>Unknown</i>
General appearance, attire & grooming						
Exercises professional judgment in absences from work.						
Communicates information effectively.						
Demonstrates good judgment.						
Inspires cooperation & confidence.						

<i>Teaching & Instructional Qualities:</i>	<i>(5) Clearly Outstanding</i>	<i>(4) Exceeds Expectations</i>	<i>(3) Satisfactory</i>	<i>(2) Below Expectations</i>	<i>(1) Unsatisfactory</i>	<i>Unknown</i>
Commands confidence & respect.						
Demonstrates knowledge of subject matter.						
Practices good principles of teaching, judged largely by results.						
Uses a variety of instructional methods.						
Handles discipline matters in a fair & consistent manner.						
Works in harmony with others as part of an instructional team.						
Communicates students successes and failures to parents.						
Maintains positive rapport with students.						
Assumes responsibilities in teaching activities.						

How long have you known the applicant? _____

What is your relationship to this applicant? Supervisor _____ Other _____

Would you recommend the applicant for the position desired? ___ Yes ___ No

Do you know of any reason why this applicant should not be employed by a UDS? ___ Yes ___ No

If *yes*, please explain. _____

COMMENTS: _____

Supervisor's/Principal's (PLEASE PRINT)

Supervisor's/Principal's Signature

Date

Institution/Firm Name & Address

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