

**PIEDMONT CITY SCHOOL DISTRICT
APPLICANT REFERENCE FORM**

To: _____
Name of Reference

Street City State Zip

I have submitted an application for a position in the Piedmont City School District in Piedmont, Alabama. I would appreciate it if you would check the following items in the appropriate column and mail the form in the enclosed stamped envelope to: Superintendent, Piedmont City Board of Education, 502 Hood St., W, Piedmont, AL 36272.

Last Name First Name Middle or Maiden Name

Signature of Applicant Field/Position Date

| | Unknown | Superior | Above Average | Average | Below Average | Unacceptable |
|--|---------|----------|---------------|---------|---------------|--------------|
| <u>Personal Qualities</u> | | | | | | |
| Personal Grooming | | | | | | |
| Emotional Stability | | | | | | |
| Physical health | | | | | | |
| Speech and voice quality | | | | | | |
| Poise and self confidence | | | | | | |
| Initiative and enthusiasm | | | | | | |
| Acceptance of criticism | | | | | | |
| <u>Relationships with Others</u> | | | | | | |
| Rapport with students | | | | | | |
| Rapport with colleagues | | | | | | |
| Ability to work effectively with parents | | | | | | |
| Effectiveness in group work | | | | | | |
| <u>Professional Competencies</u> | | | | | | |
| Competency in academic field | | | | | | |
| Classroom management and control | | | | | | |
| Planning and organizing for instruction | | | | | | |
| Use of materials and techniques | | | | | | |
| Understanding of children and learning | | | | | | |
| <u>Professional Responsibilities</u> | | | | | | |
| Adherence to school policies | | | | | | |
| Support of total school program | | | | | | |
| Use and care of equipment and facilities | | | | | | |
| Accuracy and punctuality of reports/records | | | | | | |
| Willingness to learn and grow professionally | | | | | | |

This information covers the period _____ to _____
 What was your position during this period? _____
 If this person is a former employee, would you re-hire? _____
 Would you employ this person as a teacher? _____
 Have you observed this person in a classroom situation? _____
 Should we call you for additional information? _____
 Other comments may be added below.

