**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, via **fax** to **(714) 282-4276** or **mail** to address:Diocese of OrangeDepartment of 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** |
| 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:       |