

FOUNDATION PREPARATORY ACADEMY

EMPLOYEE REFERENCE FORM

TYPE OF REFERENCE: Professional

To the Applicant: Please print in ink or type first page information. Give entire form to references. (Make copies as needed)

Applicant's Name _____

Applicant's Address _____
Street City State Zip

Position for which you are applying _____

I hereby waive my right to have access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application for employment at Foundation Preparatory Academy. I also give my permission to the individual named in the document as a reference, to release his or her personal information and opinions of me to Foundation Preparatory Academy.

I hereby release, discharge, and hold harmless Foundation Preparatory Academy, its agents or representatives, and the individual named in this document as a reference, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such personal information and opinions.

Signature of Applicant

Date

To the Referent: Thank you for taking the time to give your honest evaluation of this applicant. It will help the Head Administrator understand the applicant's potential qualifications for employment at Foundation Preparatory Academy. You are welcome to provide further statements or explanations on a separate sheet of paper. We sincerely appreciate your timely attention to this matter.

Name _____ Date _____

Address _____
Street City State Zip

Phone (____) _____ Title or Position _____

Please send the completed reference form to:
Foundation Preparatory Academy
ATTN: Administration
PO Box 488
Lake Jackson, TX 77566

Applicant's Name _____

Employee Reference Form: Professional

FOUNDATION PREPARATORY ACADEMY

9. In a teaching situation, how would you rate the applicant's abilities in the following areas?

(1 being very weak and 5 being very strong; please circle NO/NC for either not observed or no comment)

- | | | | | | | | |
|----|---|---|---|---|---|-------|--|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Thoroughness in lesson planning |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Flexibility of instructional technique |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | Knowledge of the subject matter |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Ability to motivate students |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Classroom management (discipline) |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Development of rapport with students |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Ability to relate to the students at their level of ability and maturity |

10. How would you describe the applicant's professionalism and professional growth potential in the following areas?

(1 being very poor and 5 being very good; please circle NO/NC for either not observed or no comment)

- | | | | | | | | |
|----|---|---|---|---|---|-------|---|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional ethics |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Relationships with colleagues |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | General responsibility |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Record-keeping skills |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Sound judgment |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional loyalty |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Personal appearance |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC | Punctuality |
| i. | 1 | 2 | 3 | 4 | 5 | NO/NC | Initiative |
| j. | 1 | 2 | 3 | 4 | 5 | NO/NC | Responsiveness to legitimate authority |
| k. | 1 | 2 | 3 | 4 | 5 | NO/NC | Teach ability and general interest in professional growth |

Applicant's Name _____

Employee Reference Form: Professional

FOUNDATION PREPARATORY ACADEMY

11. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities to be a professional educator?