

KENT SCHOOL DISTRICT
CONFIDENTIAL REFERENCE FORM FOR CERTIFICATED POSITIONS

NOTE TO APPLICANT: It is YOUR responsibility to distribute this form to current and/or past supervisor(s). Please complete Section 1 and then forward to the individual you have selected to provide your confidential reference. Your reference person should then send the reference form to the address listed at the bottom of the page.

SECTION 1 – TO BE COMPLETED BY APPLICANT

I understand that this is a confidential recommendation report. I hereby waive my right to see the recommendation.

Candidate Name: _____ Date: _____
(Please Print)

Candidate Signature: _____ Applicant ID# _____

SECTION 2 – TO BE COMPLETED BY CURRENT AND/OR PAST SUPERVISOR

When and under what circumstances have you been acquainted with this applicant? _____
Applicant job title: _____ Dates of Employment: From _____ To _____
Reason for leaving this position: _____

<i>Please carefully evaluate the applicant in each of the following categories:</i>	Excellent 5	Good 4	Average 3	Fair 2	Poor 1	No basis for judgment
Instructional Skill – Skill and ability to plan /implement individualize effective lessons; makes lessons interesting and challenging.						
Classroom Management – Skill in a variety of instructional strategies; provides environment conducive to learning.						
Professional Knowledge – Demonstration of depth and breadth of knowledge of theory and content in general education and subject matter specialization(s).						
Relationship With Students, Staff, and Parents – Relates in a professional manner to students, parents, and staff; ability to exhibit behaviors that support group process intended to reach consensus.						
Sensitivity to Diversity – Awareness of and sensitivity to individuals with disabilities as well as cultural, ethnic, socioeconomic and gender differences. .						
Teamwork – Ability to work well with a variety of staff/parents/students in a team situation; accepts fair share of responsibilities.						
Communication Skills – Clarity of expression; non-defensive; listening skills; seeks understanding; maintains confidentiality.						
Flexibility – Adaptation; learning new concepts; cooperation; consensus approach; incorporates new technology and other new approaches.						
Enthusiasm – Optimism and zeal; maintains sense of humor; promotes involvement of others.						
Commitment to Accomplishment – Goal, mission orientation, organization; initiative; evidence of past and current success; follow through.						
Overall						

Would you rehire this individual? Yes No

Name: _____ Signature: _____

Organization: _____ Position/Title: _____

Address: _____

Office Phone Number: _____ Date: _____

For additional comments, you are welcome to use another page.

IMPORTANT: Please return completed form directly to: Kent School District
Human Resources Department
12033 SE 256th St. A-100
Kent, WA 98030 FAX: 253-373-7055