

REFERENCE FORM

**Stepping Stones at Spring Road
1729 Spring Road
Lanett, AL 36863
(334) 644-2611**

To the applicant: Please complete the applicant section and direct this form to an individual listed on your application as a reference. Ask that the form be returned to you, or mailed directly to the address listed above, in the envelope provided which must remain sealed until received at Spring Road.

Applicant's Full Name & Address: _____

Position Being Applied For: _____

Person Completing Reference Form: _____

Please respond to each of the areas for which you have knowledge. Give your honest opinion of the individual's qualifications for the indicated position.

	Excellent	Above Average	Average	Below Average	Poor
1. Character					
2. Personality					
3. Enthusiasm for Teaching					
4. Dependability					
5. Tact					
6. Initiative					
7. Oral Communication Skills					
8. Written Communication Skills					
9. Decision-Making Skills					
10. Promptness					
11. Interaction with students					
12. Interaction with co-workers					
13. Level of professional growth					
14. Loyalty and Co-operation					
15. Management of instructional time					
16. Management of student behavior					
17. Willingness to accept constructive criticism					

How long and in what capacity have you known the applicant: _____

If it were your personal decision, would you recommend employment of the applicant? _____

If no, please explain. _____

Other comments: _____

Signature

Date

**please print*

Name: _____

Position: _____

Company/School: _____

Address: _____

Telephone Number: _____

Email Address: _____