



# St. John the Evangelist Catholic School

800 Gornito Road | Valdosta, GA 31602 | 229-244-2556

## CONFIDENTIAL REFERENCE FORM

**APPLICANT:** Please complete the information in this section prior to sending to your reference.

Name of Applicant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Applying for Position: \_\_\_\_\_

I understand the information supplied is confidential and will not be shared with me. I waive all rights of examination.

\_\_\_\_\_  
Applicant's Signature & Date

Please complete this reference form and return it to St. John the Evangelist Catholic School or email it to [info@sjcsvaldosta.org](mailto:info@sjcsvaldosta.org). **PLEASE DO NOT RETURN THIS FORM TO THE APPLICANT.**

Please complete the following section, checking the appropriate column for the factors about which you have adequate knowledge. Rate the applicant in relation to all employees or individuals you have known and/or supervised.

	Strongly Agree	Agree	Disagree	Strongly Disagree
Exhibits Positive Attitude				
Exhibits Initiative				
Uses Appropriate Verbal Communication Skills				
Demonstrates Competency in Subject Matter				
Relates to Students in an Appropriate Manner				
Maintains Appropriate Classroom Management & Discipline				
Cooperates with Faculty & Other Staff				
Exhibits Tact & Self-Control				
Demonstrates Industry & Effort				
Uses Appropriate Written Communication Skills				
Demonstrates Effective Teaching Strategies				
Completes Assigned Tasks Promptly & Accurately				
Cooperates with School Officials				
Is Well-Groomed, Neat, Clean & Dresses Appropriately				
Overall Evaluation				



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Describe applicant's attendance and punctuality record: \_\_\_\_\_

\_\_\_\_\_

What is/was your association with applicant? \_\_\_\_\_ Supervisor \_\_\_\_\_ Other (please describe):

\_\_\_\_\_

Organization Name & Location: \_\_\_\_\_

My title when I supervised applicant was: \_\_\_\_\_

Would you rehire this applicant? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you hire this applicant to work with or near your child or other children? \_\_\_\_\_ Yes \_\_\_\_\_ No

General remarks or additional comments regarding points of strength or areas of improvement?

\_\_\_\_\_

\_\_\_\_\_

Would you prefer someone from the school call to discuss this applicant's qualifications in greater detail?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Signature, Date

\_\_\_\_\_  
Telephone Number