**GADSDEN COUNTY SCHOOL DISTRICT**

**Reference Check Form**

Instructional Positions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant’s Name:** |  | **Position Applied for:** |  | **Work Location**: |  |
| **Interviewee** |  | **Title:** |  | **Location:** |  |
| **Contact #:** |  |  |  |  |  |

**Directions:** To be completed by administrators, supervising teachers, department heads, professors, deans, etc., having knowledge of applicant’s teaching ability.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Average** | **Fair** | **Poor** |
| Ability to work with students |  |  |  |  |  |
| Classroom organization and control |  |  |  |  |  |
| Effective use of methods and materials |  |  |  |  |  |
| Planning and preparation |  |  |  |  |  |
| Competency in academic field |  |  |  |  |  |
| Rapport with other teachers |  |  |  |  |  |
| Enthusiasm for teaching |  |  |  |  |  |
| Learner involvement and interest |  |  |  |  |  |
| Accuracy and punctuality of reports |  |  |  |  |  |
| Speech and voice qualities |  |  |  |  |  |
| Personal appearance and grooming |  |  |  |  |  |
| Punctuality/Attendance |  |  |  |  |  |
| Judgment |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Poise |  |  |  |  |  |
| Cooperation |  |  |  |  |  |
| Personality |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| This evaluation covers the period from |  | to |  |
|  | (MM/YR) |  | (MM/YR) |

Is there any reason why this person should **not** be employed in a public school system? YES NO

|  |  |
| --- | --- |
| Would you employ this person as a teacher? |  |
| If this were a former employee, would you rehire? |  |
| Evaluator’s title during the evaluation period of the applicant: |  |
| Have you observed this applicant teach in a classroom situation? |  |
| Are you aware of any incident or situation that would identify this individual as a danger to adults or minors? |  |
| Do you have any remarks or comments that we should know before hiring this individual? |  |

***Use back of this form for extended notes.***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date** |  | **Interviewer’s Signature** |
|  |  |  |
|  |  |  |
| **Contact Number** |  | **Interviewer’s Printed Name and Title** |

**TELEPHONE INTERVIEW FORM**