

## REFERENCE

**Springwood School**  
**P. O. Box 1030**  
**Lanett, AL 36863**  
**(334) 644-2191**

**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 in the envelope provided which must remain sealed until received at Springwood School.

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 candid 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					

*(over)*

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

Name (Please Print): \_\_\_\_\_

Position: \_\_\_\_\_

Company/School: \_\_\_\_\_

Address: \_\_\_\_\_

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