

HAMILTON COUNTY SCHOOL DISTRICT
REFERENCE RESPONSE FORM FOR CERTIFICATED PERSONNEL

TO: _____

Please mail or fax to:
Personnel Department
4280 SW County Road 152
Jasper, FL 32052
(386) 792-6504
(386) 792-3681 - Fax

I have submitted an application for a position as _____ in the Hamilton County School System. Please complete this form and return to the Hamilton County District Office at your earliest convenience.

(Last Name) (First Name) (Middle Name) (Other Names Used)

(Signature of Applicant) (Date)

Ratings: 5 - Excellent, 4 - Good, 3 - Average, 2 - Below Average, 1 - Unsatisfactory, NA - Not Applicable

Section I - General Characteristics (to be completed by all respondents)

_____ Personality	_____ Promptness
_____ Health (Physical Fitness)	_____ Attendance
_____ Appearance (Acceptable, Attractive, Neat)	_____ Loyalty and Reliability
_____ Cooperation (With Administration, Staff)	_____ Ambition (Works at Capacity)
_____ Intellectual Capacity (Scholarship, Alertness)	_____ Adaptability to New Ideas
_____ Attitude Toward Supervision	_____ Community Participation
_____ Self-Control and Poise (Emotionally Mature)	_____ Common Sense
_____ Use of Standard English	

Section II - Teacher Characteristics (to be completed by respondents having knowledge and understanding of the applicants teaching potential)

_____ Teaching Skills	_____ Record Keeping
_____ Classroom Organization	_____ Interaction with Students
_____ Classroom Management	_____ Interaction with Parents
_____ Knowledge of Subject Matter	_____ Professional Attitude
_____ Lesson Planning	_____ Professional Growth
_____ Student Evaluation	_____ Potential for Success as a Teacher
_____ Discipline Strategies	

If you had an opening in your school or business, would you employ this person? _____ Yes _____ No

Please include a phone number(s) where you can be reached to verify this reference.

() _____ () _____ () _____
Home Work Cell

Please make relevant comments and discuss the capacity in which you know the applicant.

(Use Back for Additional Comments)

(Signature of Reference) (Date) (Position)