

# City of Baker School System

P.O. Box 680  
Baker, LA 70704-0680  
phone: (225) 774-5795 fax: (225) 774-5797

## References

### To Be Completed By Applicant

Directions: Please fill out the top section and give to your reference contact to complete. Each applicant should have two reference forms submitted with the application. All reference forms should be in a sealed envelope with the signature of your reference contact on the back of the envelope.

Applicant Name

Social Security Number

Elementary / Middle / High

Circle Preference

Assignment/Subject Area Preference

### To Be Completed By Reference

Dear Reference Contact:

Thank you for taking the time to write on behalf of this candidate who is applying for a position with the City of Baker School System. Your opinions will serve as an important component of our overall evaluation of the candidate.

We have identified the qualities we believe characterize outstanding teachers, and we would appreciate your assessment of the candidate in terms of these qualities. Please complete the evaluation on the back of this page and provide any supporting information that explains your ratings. In addition, we would appreciate your providing any other information about this applicant that you feel is relevant to his or her candidacy. We have found that the most useful recommendations tend to be those that focus on specific and anecdotal evidence of how the candidate has performed in the past, especially with regard to the qualities we believe are essential to becoming an outstanding teacher in the City of Baker School System.

Finally, please return this recommendation to the applicant or to our office, with the documents in a sealed envelope with your signature across the seal on the back of the envelope. Again, we appreciate your time, and we look forward to hearing from you.

Please print clearly.

Reference's Name

Title

Organization Name

Address

Home Phone

Work Phone

Relationship to applicant

E-mail Address

May we contact you to discuss this applicant?

Signature

Date

# Applicant Evaluation

On the checklist below, please evaluate the applicant using the criteria provided:

	Exceptional	Good	Satisfactory	Not Acceptable	No Basis for Judgment
<b>Personal Qualities</b>					
<b>Achievement</b>					
1. Demonstrates leadership, achievement, and/or excellence in personal endeavors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Sets goals and works to achieve them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assumes responsibility for students' success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analytical/Communication Skills</b>					
1. Demonstrates logical, critical thought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Presents clear thoughts in written and oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Growth</b>					
1. Seeks resources and feedback to grow professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>High Expectations/Commitment</b>					
1. Demonstrates belief that all children can achieve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates commitment to student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sensitivity</b>					
1. Works effectively with others and interacts in a respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates awareness and understanding of cultural differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sense of Perspective</b>					
1. Maintains positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Operates with realistic expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Qualities</b>					
<b>Professional Knowledge and Behavior</b>					
1. Exhibits mastery of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates understanding of child growth and development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates involvement in total school program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Management and Instruction</b>					
1. Establishes goals for students based on high expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Develops and maintains an environment conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plans and delivers instruction effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assesses student progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Professionalism</b>					
1. Demonstrates professional appearance and behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you employ this person? \_\_\_\_\_

Supporting comments

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