

DIOCESE OF GARY
CATHOLIC SCHOOLS OFFICE
9292 BROADWAY **MERRILLVILLE, IN 46410**
Reference Form

(Please deliver this form to individuals who are familiar with your professional work including your most recent employer. If you are a beginning teacher, please include college instructors, cooperating/supervising teachers, faculty advisor.)

May we have your evaluation of _____ who is applying for a position with the Diocese of Gary Catholic Schools. Your reply will be appreciated and treated confidentially. Please check each of the items below in one of five columns. (Items which do not apply should be omitted).

Please return this form to the above address.

		SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
PERSONAL QUALITIES:	General Appearance					
	Health					
	Initiative					
	Self-Reliance					
	Tact					
	Voice					
PROFESSIONAL TRAITS:	Understanding of Students					
	Team Work					
	Professional Growth					
	Use of English					
	Regular Attendance					
	Punctual					
	Interest in School Activities					
	Rapport with Parents					
	Community Leadership					
CLASSROOM MANAGEMENT:	Discipline and Order					
	Personal Interest in Pupils					
	Care of Room					
	Attention to Reports					
TECHNIQUE OF TEACHING:	Daily Preparation					
	Motivation					
	Use of A-V Materials					
	Technology Integration					
	Attention to Students' Needs					

In what capacity have you known the applicant? _____

Has the applicant any physical, mental, or social peculiarities which could make him/her undesirable as a teacher? Explain:

Would you employ the applicant for a similar position?

SIGNATURE & TITLE

SCHOOL/FIRM

ADDRESS

CITY

STATE

ZIPCODE

DATE _____

TELEPHONE # _____