

Marion Charter School - Ocala, FL
Reference Form - Instructional and Non-Instructional

Name and address of reference:

Dear _____:

I have submitted an application for:

_____ Instructional

_____ Non-instructional

Position with Marion Charter School, an independent public school in Marion County, Florida. I would appreciate you taking the time to complete the appropriate section of the reference form in the back of this letter. I cannot be considered for employment until my references are on file. Upon completion, please return to:

Gina Evers, Director

Marion Charter School

39 Cedar Road

Ocala, Florida 34472

Sincerely,

Applicant's signature

Applicant's printed name

Applicant's Name: _____

(Please print or type)

Position Applied For: _____

(Please print or type)

NOTE TO REFERENCE: Please complete applicable questions below.

Form #1: NON-INSTRUCTIONAL REFERENCE
(If applicant was not employed by you, please make statement at bottom about applicant)

Form #2: INSTRUCTIONAL EXPERIENCE REFERENCE
(To be completed by administrators, supervising teachers, department heads, etc.. Having knowledge of applicant's teaching ability.)

Personal (Check the column which most accurately describes applicant)	Above Average	Average	Below Average
1. Performance of duties			
2. Enthusiasm			
3. Resourcefulness			
4. Ambition			
5. Honesty			
6. Appearance			
7. Personality			
8. Ability to follow instructions			
9. Ability to work with others			
General questions	Yes	No	
1. Was applicant's overall performance satisfactory?			
2. Was applicant prompt for work and dependable?			
3. Was applicant cooperative?			
4. Would you re-employ applicant?			
5. How long was applicant in your employ?			

6. Please add any other pertinent information:

Evaluator's Name and title during period of evaluation of applicant:

	Excellent	Good	Average	Needs Improvement	No Chance to Observe
1. Performance of duties					
2. Enthusiasm					
3. Resourcefulness					
4. Ambition					
5. Honesty					
6. Appearance					
7. Personality					
8. Ability to follow instructions					
9. Ability to work with others					
10. Personal Appearance					
11. Speech and voice control					
12. Accuracy of reports					
13. Punctuality					
14. Planning and preparation					
15. Common sense					
16. Adaptability to new ideals					
17. Discipline					

This evaluation covers the period of 20__ to 20__
In what capacity have you known the applicant? _____
If the person was a former employee, would you rehire? _____
If not, are you willing to state the reason? _____
Have you observed applicant teaching in a classroom situation? _____

_____ Date

_____ Present position of evaluator

_____ telephone#