



Personnel Office  
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# REFERENCE FORM

PROFESSIONAL  
REFERENCE

**PART I- TO BE COMPLETED BY APPLICANT AND GIVEN DIRECTLY TO YOUR REFERENCE FOR COMPLETION**

I am applying for a position as \_\_\_\_\_ with Talbot County Public Schools. To aide the consideration of my candidacy, please complete the form below and return it in a sealed envelope. I authorize you to provide this recommendation with the understanding that it is confidential and becomes the property of Talbot County Public Schools.

SIGNATURE:	PRINTED NAME:	DATE:
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**PART II- TO BE COMPLETED BY WRITER OF RECOMMENDATION**

TYPE OF POSITION HELD BY APPLICANT:	APPLICANT'S DATES OF SERVICE					
	FROM:			TO:		
	DAY	MO.	YEAR	DAY	MO.	YEAR
TEACHER:						
STUDENT TEACHER:						

**INTERRUPTIONS IN SERVICE:**

**REASON FOR LEAVING:**

PLEASE CHECK THE APPROPRIATE BOX	HIGHLY PROFICIENT	EFFECTIVE	MARGINAL	UNSATISFACTORY
Instructional Planning				
Classroom Organization/Management				
Teaching- Learning Process (Effective Instruction)				
Interpersonal Relations				
Professional Growth (Self-evaluation and reaction to supervision)				

Communication Skills				
Attendance/Punctuality				
Overall estimate of teaching capability				

**PART III- PERFORMANCE RATING**

**Would you employ/re-employ this applicant?                      YES                      NO**

**Comments:**

NAME: (TYPED OR PRINTED)	DATE:	NAME OF BUSINESS OR SCHOOL DISTRICT:
TITLE:	RELATIONSHIP IN WHICH I KNOW APPLICANT:	
SIGNATURE:		PHONE NUMBER:

**Use the area below for additional comments or if there is no prior work history with applicant. Please fill out character reference below as well.**