

# TIFFIN CITY SCHOOLS

244 SOUTH MONROE STREET  
TIFFIN, OHIO 44883  
(419)447-2515  
(419)448-5202 - FAX  
WWW.TIFFIN.K12.OH.US

\_\_\_\_\_  
DATE

(NAME AND ADDRESS OF REFERENCE)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEAR \_\_\_\_\_ :

I HAVE SUBMITTED AN APPLICATION FOR A POSITION AS \_\_\_\_\_  
WITH TIFFIN CITY SCHOOLS. SINCE I CANNOT BE CONSIDERED FOR EMPLOYMENT  
UNTIL MY REFERENCES ARE ON FILE, MAY I REQUEST THAT YOU COMPLETE THE  
REFERENCE FORM ON THE REVERSE SIDE. PLEASE MAIL THE COMPLETED FORM TO  
TIFFIN CITY SCHOOLS AT THE ADDRESS LISTED BELOW.

**TIFFIN CITY SCHOOLS  
PERSONNEL DEPARTMENT  
244 SOUTH MONROE STREET  
TIFFIN, OH 44883**

SINCERELY,

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

PRINT APPLICANT'S NAME
STREET ADDRESS
CITY, STATE, AND ZIP CODE

\_\_\_\_\_  
PRINT APPLICANT'S NAME

## INSTRUCTIONAL REFERENCE EVALUATION FORM

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

WHAT POSITION DID THE APPLICANT THEN OCCUPY? \_\_\_\_\_

WHAT WAS YOUR RELATIONSHIP TO THE APPLICANT? \_\_\_\_\_

WHY DID THE APPLICANT LEAVE YOUR EMPLOY? \_\_\_\_\_

DO YOU KNOW OF ANY REASON THIS PERSON SHOULD NOT WORK WITH STUDENTS? \_\_\_\_\_

\_\_\_\_\_  
WOULD YOU EMPLOY (OR RE-EMPLOY) THIS PERSON? \_\_\_\_\_

IF "NO," ARE YOU WILLING TO STATE REASON? \_\_\_\_\_

\_\_\_\_\_  
PLEASE INDICATE BY CHECK MARK YOUR RATING OF THE APPLICANT IN COMPARISON WITH ALL OTHERS WITH WHOM YOU HAVE HAD EXPERIENCE.

PERSONAL QUALITIES	EXCELLENT	GOOD	AVERAGE	POOR	UNKNOWN
APPEARANCE					
POISE AND SELF-CONTROL					
VOICE CONTROL					
COOPERATION					
ENTHUSIASM					
<b>PROFESSIONAL TRAITS</b>					
USE OF ENGLISH					
INTEREST IN GENERAL SCHOOL ACTIVITIES					
ADAPTS TO NEW SITUATIONS					
SYMPATHETIC UNDERSTANDING AND TREATMENT OF CHILDREN					
<b>TEACHING EFFECTIVENESS</b>					
KNOWLEDGE OF SUBJECT MATTER					
PUNCTUALITY					
USE OF EFFECTIVE TECHNIQUES AND METHODS					
PLANNING AND PREPARATION					
CLASSROOM MANAGEMENT					
PROVIDES FOR INDIVIDUAL NEEDS OF PUPILS					

SIGNED \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

OFFICIAL POSITION \_\_\_\_\_

SCHOOL/BUSINESS AND ADDRESS \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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