

INSTRUCTIONAL REFERENCE FORM

Applicant's Name: _____
First
Middle
Last

Waiver of Access (to be signed by the applicant)

I, the undersigned applicant, waive the right to personal access to this recommendation form.		
Name (print or type)	Signature	Date

Name of Reference _____ **Title** _____

School/Business _____ **Telephone No.** _____

Address of Reference _____

The above candidate has applied for a position as a substitute with the Lynchburg City Schools and has given your name as a reference. The reference form will be included in the applicant's file for review by school administrators. This form is confidential and will not be shared with the applicant. Your prompt reply will be appreciated. Please complete and return this form via the options listed at the bottom of this form.

Directions: Please rate the applicant by marking a descriptor for each trait.

PROFESSIONAL TRAITS	Outstanding	Above Average	Average	Below Average	Not Acceptable	Not Observed
Attendance/Punctuality						
Scholarship						
Personal Initiative						
Ability to Work with Others						
Language and Communication Skills						
Overall Appraisal						
TEACHING TRAITS (if observed)						
Knowledge of Subject Matter						
Lesson Planning and Preparation						
Ability to Implement Planned Instruction						
Ability to Relate to Students						
Classroom Management (Discipline)						
Sensitivity to Individual Student Needs						
Interest in Total School Program						

- | | |
|---|--|
| <p>1. I have known the applicant</p> <p style="margin-left: 40px;">_____ Personally _____ As a student _____ As an employee</p> | <p>4. Would you hire (rehire) this applicant?</p> <p style="margin-left: 40px;">_____</p> |
| <p>2. How long have you known the applicant?</p> <p style="margin-left: 40px;">_____</p> | <p>5. Please comment on any additional information you feel we may need to know as a prospective employer. (use reverse side if necessary)</p> <p style="margin-left: 40px;">_____</p> |
| <p>3. If former employee, why did applicant leave your employ?</p> <p style="margin-left: 40px;">_____</p> | <p style="margin-left: 40px;">_____</p> |

Return to: Department of Personnel-Billie Kay Wingfield
 Lynchburg City Schools
 915 Court Street
 Lynchburg, VA 24504 or
 FAX: 434-522-2365
 EMAIL: wingfieldbk@lcsedu.net