

RETURN FORM TO: WAKULLA COUNTY SCHOOLS  
 HUMAN RESOURCES  
 P.O. BOX 100  
 CRAWFORDVILLE, FL 32326  
 Or FAX TO 850-926-0002

**WAKULLA COUNTY SCHOOL BOARD  
 REFERENCE FORM FOR CERTIFIED APPLICANTS AND  
 SUBSTITUTE TEACHERS**

**INSTRUCTIONS FOR APPLICANT:** This form should be filled out by one of your recent supervisors. However, you may use this reference if you do not have current experience or your experience is over 10 years old. References are not accepted from family members. References will be accepted from organizations or individuals where the applicant performed as a volunteer or unpaid helper/assistant, completed an internship program, or from a supervising teacher/professor. **Before giving this form to your reference, type or print your name and Employee Identification Number (EIN) or your application's Unique Identification Number in the space provided.** Your signature must be written below for this form to be valid.

APPLICANT NAME:

EIN or Unique Id Number:

**INSTRUCTIONS FOR REFERENCE:** I have applied for a position with the Wakulla County School District and would like for you to complete the form below in order for my application to be considered for interviews and screenings. This document will not be kept confidential. In making this request I am expressly releasing the reference from any liability by complying with my request.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE COMPLETED BY REFERENCE:** Your reference will be used to determine the applicant's eligibility for employment as a teacher or substitute teacher. Based on your judgment of the applicant, place a check in the appropriate space below:

	Outstanding	Good	Meets acceptable standards	Below acceptable standards	No basis for judgment
1. Demonstrates ability to instruct students while recognizing individual differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Possess the ability to be reasonably firm and consistent in discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Capable of demonstrating resourcefulness and adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates ability to plan lessons that are stimulating, motivating and creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates a willingness to experiment and try new methods to meet the needs of students and the school/district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates ability to communicate well with parents, staff and administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates good rapport and works collaboratively with colleagues and students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is committed to student success in learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Shows awareness of larger institutional goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Uses and understands computer technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Uses appropriate oral and written communication techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains a professional appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrates ethical behavior and appropriate attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is/was your relationship to the applicant: \_\_\_\_\_

Comments or any pertinent information: \_\_\_\_\_

Print Your Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Title \_\_\_\_\_ Business Name \_\_\_\_\_ Telephone Number: \_\_\_\_\_