

# Federal Way Public Schools

## CONFIDENTIAL REFERENCE FORM FOR CERTIFICATED POSITIONS

**NOTE TO APPLICANT:** It is YOUR responsibility to distribute this Form to current and/or past supervisor(s). Please complete Section 1 and forward to the individual you have selected to provide your confidential reference. Your reference person should then send the reference form to the address listed at the bottom of the page.

### **SECTION 1 – TO BE COMPLETED BY APPLICANT**

Applicant: I authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide to Federal Way Public Schools information they have regarding me. I hereby release and discharge those who provide information and Federal Way Public Schools from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Please Print)  
 Candidate Signature: \_\_\_\_\_

### **SECTION 2 – TO BE COMPLETED BY CURRENT AND/OR PAST SUPERVISOR**

When and under what circumstances have you been acquainted with this applicant? \_\_\_\_\_

Applicant's Job Title: \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving this position: \_\_\_\_\_

**Please carefully evaluate the applicant in each of the following categories:**

Category	Upper 5 %	Upper 10% but not Upper 5%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lower 50%	No basis for Judgment
<b>Instructional Skill</b> – Demonstrates a variety of instructional strategies. Aligns instruction with state, district and building goals. Skilled in designing/implementing/individualizing effective lessons. Students engaged in lessons.						
<b>Diagnosing and Evaluating Learning</b> —Observes, diagnoses, evaluates and adjusts instruction to students' learning. Links assessment and evaluation to the creation of future objectives and activities. Varies evaluation processes to assess learning.						
<b>Creating Positive Environments</b> —Teaches all students. Creates positive environment conducive to learning. Organizes ideas, time, materials and space to accomplish goals.						
<b>Enthusiasm</b> —Displays overall optimism and zeal for student learning. Willing to be involved. Develops positive interpersonal relationships with others. Maintains sense of humor.						
<b>Sensitivity to Diversity</b> – Demonstrates cultural proficiency and engages students of diverse backgrounds effectively.						
<b>Flexibility</b> —Demonstrates interest in new concepts and adopts new methods of providing instruction. Accepts new ideas and constructive criticism. Committed to self-directed professional growth.						
<b>Professional Relationships</b> —Ability and willingness to develop professional relationships with students, staff and parents. Exhibits listening skills, patience and caring for all members of the learning community.						
<b>Communication and Collaboration</b> —Exhibits professional behaviors and develops positive, collaborative relationships with colleagues. Maintains confidentiality.						
<b>Modeling Appropriate Behavior</b> —Professional in appearance, poise, conduct and is an appropriate role model for the educational environment.						
<b>Commitment to Accomplishment</b> – Exerts efforts to attain goals. Demonstrates a desire for producing results. Strong work ethic.						

**Overall Rating of this candidate (check one)**     Excellent     Very Good     Good     Fair     Poor

Would you rehire this individual?     Yes     No

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Organization/School: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Please return completed form directly to: Lori Simmons, Federal Way Public Schools  
 31405 18<sup>th</sup> Avenue South  
 Federal Way, WA 98003-5433  
 Phone 253-945-2072 or 253-945-2073**