



Human Resources
 2407 LaPorte Avenue
 Fort Collins, CO 80521
 970-490-3488
 www.psdschools.org

C O N F I D E N T I A L

Applicant Reference

Human Resources of Poudre School District asks each certified applicant to distribute two Applicant Reference forms to people familiar with the candidate's professional endeavors. At least one form should go to a supervisor or someone who can evaluate your teaching capabilities. The applicant completes Section 1. The reference completes Section 2 and mails it to the address shown.

Section 1 – Completed by Applicant

Applicant name _____ Email address _____
 Address _____ Telephone number _____

Confidentiality Agreement

I, _____ *Applicant name* waive the right to view the information that will be shared in this form.
 I understand that information shared in this form will only be viewed by hiring agents of Poudre School District.

 Applicant signature Date

Section 2 – Completed by Reference

Reference's name _____ Telephone number _____

Job title _____ School district or company name _____

Applicant dates of full-time employment: From / / to / /

Applicant dates of part-time employment: From / / to / /

In what capacity do you know the applicant? _____

Rate the following characteristics of the applicant using the scale below. Feel free to write comments in the space following each characteristic. Given the confidentiality of this form, honest feedback is appreciated.

1 – lowest rank \longrightarrow 5 – highest rank NA – either no available information or not applicable to your knowledge of the applicant.

The applicant...

- | | |
|---|-----------------------------|
| a. ...enjoys learning and seeks opportunities to broaden personal and professional knowledge.
<i>Comments:</i> | 1 2 3 4 5 NA |
| b. ...effectively designs standards-based lessons.
<i>Comments:</i> | 1 2 3 4 5 NA |
| c. ...applies principles of teaching/learning to enhance and motivate students to learn and grow.
<i>Comments:</i> | 1 2 3 4 5 NA |

Applicant Name _____

SS# _____

lowest rank → highest rank

- d. ...integrates appropriate educational technologies into the instructional program.
Comments: 1 2 3 4 5 NA
- e. ...provides for and works toward student involvement during instruction.
Comments: 1 2 3 4 5 NA
- f. ...practices the principles of good classroom management.
Comments: 1 2 3 4 5 NA
- g. ...uses assessments to diagnose student needs and uses results to modify instructional strategies to improve student achievement.
Comments: 1 2 3 4 5 NA
- h. ...works well in team situations.
Comments: 1 2 3 4 5 NA
- i. ...exhibits good communication skills with students, parents and staff.
Comments: 1 2 3 4 5 NA
- j. ...possesses effective organizational skills.
Comments: 1 2 3 4 5 NA
- k. ...cares about individuals and can accommodate a wide variety of learning needs.
Comments: 1 2 3 4 5 NA
- l. ...is a good listener.
Comments: 1 2 3 4 5 NA
- m. ...is knowledgeable in his or her content area.
Comments: 1 2 3 4 5 NA

To what degree would you encourage the hiring of this person to be an educator in Poudre School District?

- (Check one) Not Recommended Recommended with reservations (average to below average) Recommended (above average) Highly recommended (outstanding educator)

Comments:

Reference signature

Date

Thank you for your time and thoughtful answers. If you have any questions, please call 970-490-3123 or 970-490-3613.

Please mail to: Human Resources
Certified Division
Poudre School District
2407 LaPorte Avenue
Fort Collins, CO 80521

Prompt return of this form allows the screening process for this application to proceed. Thank you.