

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
**1616 Richland Street, Columbia, SC 29201**

**TEACHER REFERENCE FORM**

The applicant listed below is applying for a teaching position in Richland District One. As a part of the employee selection process, it is requested that each applicant forward a copy of this reference to three persons who are uniquely familiar with his/her ability, potential, and/or past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential. It is strongly recommended that you select references that can comment on work experiences as an evaluator, supervisor, former principal, etc.

APPLICANT \_\_\_\_\_

First

Middle

Last

POSITION DESIRED \_\_\_\_\_

NAME OF REFERENCE \_\_\_\_\_ POSITION \_\_\_\_\_

SCHOOL/BUSINESS \_\_\_\_\_ PHONE \_\_\_\_\_

**TO APPLICANT: All applications and accompanying records become the property of Richland One and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. I agree for this reference to be kept confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right to access to this reference.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please record a number from the following scale, which describes the applicant in comparison with persons you have known with comparable years of experience.

- 1. OUTSTANDING - Top 10%**     
 **2. ABOVE AVERAGE - Top 25%**     
 **3. AVERAGE - Middle 50%**  
**4. BELOW AVERAGE - Bottom 25% (LEAVE BLANK IF UNOBSERVED OR UNKNOWN)**

Accuracy and dependability		Instructional planning	
Assessment of pupil needs		Integrity	
Attendance		Judgment and common sense	
Classroom management skills		Leadership potential	
Cooperation with others		Loyalty to administration and system	
Correct use of standard English		Maturity (poise, self-control)	
Development of conducive learning environment		Motivation and relationship to pupils	
Effective communication		Personal hygiene and grooming	
Enthusiasm for learning and teaching		Physical fitness and health	
Evaluation of pupil progress		Positive attitude toward supervision	
Flexibility		Potential for professional growth	
Implementation of planned instruction		Professional attitude	
Initiative and creativity		Punctuality	

1. Have you seen the applicant teach? \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A
2. How long and in what capacity have you known the applicant? \_\_\_\_\_
3. Would you employ this person? \_\_\_\_\_ Yes    \_\_\_\_\_ No
4. Is this a person you would like to have teach your child? \_\_\_\_\_ Yes    \_\_\_\_\_ No
5. Would you prefer talking with us by telephone? \_\_\_\_\_ Yes    \_\_\_\_\_ No
6. For the position desired, I recommend the applicant: \_\_\_\_\_ Highly Favorably  
 \_\_\_\_\_ With Reservation    \_\_\_\_\_ Not at all

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Reference

\_\_\_\_\_ Title