

**ARCHDIOCESE OF SAN ANTONIO**  
**Department of Catholic Schools**



\_\_\_\_\_  
 APPLICANT NAME

\_\_\_\_\_  
 SOCIAL SECURITY NO.

\_\_\_\_\_  
 DATE

**TO THE APPLICANT:**

Please give this professional reference form to the person you want to recommend you. Please request that the reference person complete this form and mail it back to:

Department of Catholic Schools  
 Director of Personnel  
 2718 West Woodlawn  
 San Antonio, TX 78228-5195

A letter of recommendation or placement folder may be substituted for this form.

**STATEMENT OF AUTHORIZATION:**

“I hereby give the Department of Catholic Schools permission to make inquires of reference with former employers concerning my general character and professional performance. I hereby authorize the party receiving this form to give full and complete information as may be requested by them or me. I further agree that the information will not be disclosed to me, but will be treated as confidential, and I waive my right to see this information.”

\_\_\_\_\_  
**APPLICANT’S SIGNATURE / DATE**

		EXCELLENT	VERY GOOD	AVERAGE	FAIR	POOR
<b>General Appearance</b>	(attractive, neat)					
<b>Attendance</b>						
<b>Personality</b>	(wholesome, pleasing)					
<b>Social Qualities</b>	(maturity, communication)					
<b>Character</b>	(evidence of strength)					
<b>Ethics</b>	(professional relationships)					
<b>Emotional Stability</b>	(self-control, adjusted)					
<b>Citizenship</b>	(community standing)					
<b>Oral Communication Skills</b>						
<b>Written Communication Skills</b>						
<b>Intellectual Capacity</b>	(alert, responsive)					
<b>Knowledge Of Subject Area</b>						
<b>Attitude Toward Students</b>	(interested, caring)					
<b>Attitude Toward Teaching</b>						
<b>Leadership Skills</b>	(if applicable)					
<b>Communication With Parents</b>	(professionally effective)					
<b>Discipline</b>	(effective, constructive)					
<b>Up-To-Date Professionally</b>	(continual professional growth)					
<b>Overall General Rating</b>						

How long have you known the applicant? \_\_\_\_\_

Would you recommend him/her for employment as a teacher / administrator? \_\_\_\_\_

If no, why not? \_\_\_\_\_

The above information is based on: (check the items which apply)

- \_\_\_\_\_ a. Personal acquaintance with applicant.
- \_\_\_\_\_ b. Worked under my supervision.
- \_\_\_\_\_ c. Student teacher under my supervision.
- \_\_\_\_\_ d. Student in my class.

Comments:

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 INSTITUTION

\_\_\_\_\_  
 POSITION

\_\_\_\_\_  
**REFERENCE’S SIGNATURE / DATE**