



EMPLOYMENT REFERENCE FORM

Name of applicant	
Position applied for	

The above named person has applied for a position at IBSB and has given your name as a referee. We would like to assure you that the information you provide will be held in strict confidence with no feedback offered to the applicant.

Applicant's Current Job Title	
Period Covered by Reference	
Name of Referee	
Title	

1. Is the candidate well-suited to working with children? **YES / NO**

2. Please indicate the candidate's influence on school morale and "climate" (Circle as appropriate)

Positive 10 9 8 7 6 5 4 3 2 1 **Negative**

3. Would you wish your school to retain or re-employ this candidate?

- | | |
|--------------------------|----------------------------------|
| a) with great enthusiasm | d) with slight hesitation |
| b) with enthusiasm | e) would not retain or re-employ |
| c) with neutrality | |

4. Compared to all teachers you have observed or known during your career, where do you believe this candidate ranks? In the:

- | | |
|-------------------|----------------------|
| a) top 2 percent | d) top 50 percent |
| b) top 10 percent | e) lower 50 percent |
| c) top 25 percent | f) bottom 25 percent |

5. How do you think parents would react if their child was timetabled to be taught by this teacher?

- | | |
|--------------------------|---------------------------|
| a) With great enthusiasm | d) With slight hesitation |
| b) With enthusiasm | e) With apprehension |
| c) With neutrality | |

6. What subjects and/or year levels does this person teach best?



7. What are this candidate's strengths?

8. In what areas would you like to see the candidate improve?

9. How would this person react to a decision he or she did not like?

10. How would this person react to constructive criticism?

11. What are the first three words that come to mind when considering this candidate?

Please rate the following	Outstanding	Very Good	Good	Average	Poor
I. Personal					
12. Emotional stability					
13. Leadership qualities					
14. Personal integrity					
15. Initiative					
16. Innovation					
17. General health					
18. Suitability for working overseas					
19. Genuine interest in children					
20. Ability to communicate effectively					
21. Tolerance of frustration					
22. Sense of organisation and order					
23. Energy and stamina					
24. Enthusiasm					
25. Sense of humour					
26. Works beyond the school day					
27. Willingness to work hard					
28. Attendance / punctuality					
29. Ability to inspire students					



Please rate the following	Outstanding	Very Good	Good	Average	Poor
II. Professional Relationships					
30. Relationship with students					
31. Relationship with parents					
32. Relationship with colleagues					
33. Relationship with management					
34. Contributes positively to staff morale					
35. Communicates openly with others even when not in agreement					
36. Works as a team player					
III. Teaching					
37. Teaching ability					
38. Class control/ organisation					
39. General organisation					
40. Lesson preparation					
41. Assessment and record keeping					
42. Class/school displays					
43. School activities/events					
44. Knowledge of subject/key stage					
45. Creativity					
46. Encouragement of high standards					
IV. Overall Rating					
47. Overall rating of candidate					

48. Reason for leaving (if known):

Any other comments:

Signature:

Date: