

**RIVERCREST SCHOOL DISTRICT**

1700 West State Highway 14  
Wilson, Arkansas 72395

Phone: (870) 655-8633

FAX: (870) 655-8841

**REFERENCE INFORMATION SHEET**

We would appreciate your cooperation in reading and signing the statement below.

*Note: The following statement must be signed and returned with your application before it will be placed in our active files.*

In order that officials of Rivercrest School District may be fully informed as to my personal character and qualifications for employment, I authorize this reference information sheet. I ask each of my former employers and any other person who may have information concerning me, to provide the requested information. This is done at my expressed request and for my benefit. I do hereby release any person from providing information from any and all liability for damage of whatsoever nature on account of furnishing such information.

I hereby authorize the party receiving this form to give full and complete information as may be requested by Rivercrest School District in Wilson, Arkansas.

I understand that the information requested will not become a part of my personnel file, if I am employed by Rivercrest School District. I agree that the information provided in reference will not be disclosed to me, but will be treated as confidential by Rivercrest School District. I waive any right to see this information.

Applicant's Signature \_

Date \_

**THIS PAGE TO BE COMPLETED BY APPLICANT**

**THIS PAGE TO BE COMPLETED BY REFERENCE**

\_\_\_\_\_ is an applicant for a position as a teacher for Rivercrest School District. We would appreciate very much your assistance in the evaluation of this person. Please be as frank with us as you would want us to be with you if the situation called for an evaluation of an applicant for a position with you. ***An early reply will be appreciated and the information given will be treated confidentially.*** Please use the following scale to rate this applicant's demonstrated competence. Circle your choice of number on the scale. ***Your specific comments about this person are very important.***

1–Unsatisfactory

2–Below Expectations

3–Satisfactory

4–Exceeds Expectations

		<b>Specific Comments</b>
Character and moral standards	1 2 3 4	
Personal qualities	1 2 3 4	
Command of subject matter	1 2 3 4	
Ability to motivate	1 2 3 4	
Ability to assess student performance	1 2 3 4	
Open and flexible teaching personality	1 2 3 4	
Maturity of judgment/ability to make realistic decisions	1 2 3 4	
Efforts toward professional growth	1 2 3 4	
Loyalty to and willingness to cooperate with associates	1 2 3 4	
Classroom management and control	1 2 3 4	
Preparation for lessons	1 2 3 4	
Fair and just attitude in dealing with students	1 2 3 4	
Response to supervision	1 2 3 4	
General helpfulness in school aside from classroom	1 2 3 4	
General teaching results	1 2 3 4	
General estimate of this person	1 2 3 4	

Additional remarks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject or grade for which applicant is best fitted \_\_\_\_\_

With your present knowledge, would you be willing to reemploy this applicant in a school for which you are responsible? \_\_\_\_\_

What opportunity have you had to form your judgment of this applicant as shown above? \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Position \_\_\_\_\_