

(THIS SIDE TO BE COMPLETED BY APPLICANT)

NOTE: The Slaton Independent School District will send this form to principals, college professors, counselors, classroom teachers, former employers, bankers, ministers, peers, etc.

PLEASE PRINT OR TYPE NAME AND ADDRESS OF REFERENCE:

(Name)		
(Street & Address)		
(City)	(State)	(Zip Code)

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 the officials of the Slaton Independent School District may be fully informed as to my personal character and qualifications for employment, I authorize my references to be contacted and speak freely regarding my qualifications. In that regard, I hold them harmless from any civil actions on my part regarding their comments. I hereby authorize the party receiving this form to give full and complete information as may be requested by the Slaton Independent School District. I agree that the information requested will become a part of my personnel file if I am employed by the District. I further agree that the information will not be disclosed to me, but will be treated as confidential by the District. I waive any right to see this information at any time either prior to, during, or subsequent to my employment. I hereby authorize Slaton Independent School District to request from my previous employers and any other persons who may have knowledge of me, information relative to my prior employment and I hereby authorize my previous employers and other to release the same."

Applicant's Signature

Date

SLATON INDEPENDENT SCHOOL DISTRICT
Slaton, Texas

_____ is seeking employment with the Slaton Independent School District. We would appreciate your assistance in the evaluation of this person. Please use the following scale to rate this applicant's demonstrated competence:

(Please rate the applicant by placing an "X" in the appropriate square.)

5 - Clearly Outstanding	2 - Below Expectations
4 - Exceeding Expectations	1 - Unsatisfactory
3 - Satisfactory	0 - No Opportunity to Observe

ALL RESPONDENTS, PLEASE RATE THIS APPLICANT ON SECTIONS I and II.

I. INTERPERSONAL RELATIONSHIPS:

- A. Promotes good staff relations
- B. Exhibits judgement and tact
- C. Demonstrates warmth, friendliness and enthusiasm
- D. Demonstrates patience, empathy and understanding
- E. Promotes effective community public relations

	5	4	3	2	1	0
A.						
B.						
C.						
D.						
E.						

II. PERSONAL CHARACTERISTICS:

- A. Expresses ideas clearly
- B. Exhibits health necessary to meet responsibilities
- C. Exhibits sense of humor
- D. Exhibits appearance appropriate for the workplace
- E. Demonstrates a cooperative attitude
- F. Exhibits dependability

	5	4	3	2	1	0
A.						
B.						
C.						
D.						
E.						
F.						

ONLY PERSONS WHO HAVE KNOWLEDGE OF THE APPLICANT'S SKILLS SHOULD COMPLETE SECTIONS III, IV, and V.

III. INSTRUCTIONAL STRATEGIES:

- A. Provides opportunities for students to participate actively and successfully
- B. Plans instruction to achieve selected objectives
- C. Evaluates and provides feedback on student progress during instruction
- D. Allows for individual differences among learners
- E. Demonstrates ability to evaluate learner progress
- F. Demonstrates a variety of teaching methods

	5	4	3	2	1	0
A.						
B.						
C.						
D.						
E.						
F.						

IV. CLASSROOM MANAGEMENT AND ORGANIZATION:

- A. Organizes materials and students
- B. Maximizes amount of time available for instruction
- C. Manages student behavior

	5	4	3	2	1	0
A.						
B.						
C.						

V. LEARNING ENVIRONMENT

- A. Uses strategies to motivate students
- B. Demonstrates understanding of students and their needs
- C. Maintains supportive environment
- D. Promotes effective parent relations

	5	4	3	2	1	0
A.						
B.						
C.						
D.						

ONLY PERSONS WHO HAVE KNOWLEDGE OF THE APPLICANT'S SKILLS IN THE FIELDS OF NURSING, OCCUPATIONAL THERAPY, PHYSICAL THERAPY AND SPEECH THERAPY SHOULD COMPLETE SECTION VI.

VI. THERAPY/NURSING PROCESS:

- A. Plans schedule to achieve health care/therapy objectives
- B. Knows and utilizes appropriate job skills
- C. Organizes and maintains work environment
- D. Communicates effectively with patients/clients and staff members
- E. Maintains complete and accurate records
- F. Maximizes amount of time available for work responsibilities

	5	4	3	2	1	0
A.						
B.						
C.						
D.						
E.						
F.						

My relationship to the applicant is/was: _____

Why did the applicant leave your employ? _____

Would you be willing to employ or re-employ this applicant? _____

Name _____ Signature _____

Official Position _____ Date _____