

School Board of Levy County  
P.O. Box 129  
Bronson, FL 32621  
(352)486-5231 (352) 486-8249 - Fax

**INSTRUCTIONAL REFERENCE FORM**

**Applicant's name:** \_\_\_\_\_ **Social Security#** \_\_\_\_\_

The above listed is an applicant with the School Board of Levy County. Please answer the questions below which will help us make important staffing decisions. Thank you for your time and input.

- When applicant worked with you, what was their position? \_\_\_\_\_
- Between what dates did you work with the applicant? \_\_\_\_\_
- In what capacity did you work with the applicant? \_\_\_\_\_

Rate the applicant on the following topics on a scale of 1-5 (low to high) and include any comments:

1. Understanding of content knowledge \_\_\_\_\_
2. Designing Coherent instruction \_\_\_\_\_
3. Ability to establish a culture of learning \_\_\_\_\_
4. Ability to manage a classroom and student behavior \_\_\_\_\_
5. Use of quality questioning techniques in the classroom \_\_\_\_\_
6. Communication with students \_\_\_\_\_
7. Communication with families \_\_\_\_\_
8. Ability to reflect on their own teaching practices \_\_\_\_\_
9. Ability to maintain records \_\_\_\_\_
10. Willingness to grow professionally \_\_\_\_\_
11. Professionalism \_\_\_\_\_
12. Oral communication skills \_\_\_\_\_
13. Written communication skills \_\_\_\_\_
14. Interpersonal relations \_\_\_\_\_

- On a scale of 1 to 10 (low to high), how would you compare the applicant to other employees you have supervised or worked with in similar positions? \_\_\_\_\_
- If a position were available, would you recommend for hire/rehire? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Do you know of any reason this applicant should not be employed to work with children?  
Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_
- Can you think of anyone else who would be important to contact before making an employment decision regarding this applicant? \_\_\_\_\_