

## LAKE WALES CHARTER SCHOOLS, INC. INSTRUCTIONAL PERSONNEL TELEPHONE REFERENCE FORM

To the hiring administrator: Reference checks must include the immediate past employer. In the event that the former employer cannot be reached after three attempts (documentation attached), proceed with other reference contacts provided by the candidate.

### Section I: Completed by Applicant

	_____
	Reference Contacted & Title
Name of Applicant _____	_____
Last                      First                      Maiden/Middle	Phone Number
Social Security Number _____	_____
I have applied for an Instructional position with Lake Wales Charter Schools in the following area(s): _____	Business Name
Elementary/Secondary (Grade/Subject) _____	_____
	Business Address

### Section II: Completed by Employer

If the Applicant was employed as a Teacher, complete Sections IIA & IIB below.  
If the Applicant was employed in a non-teaching position, complete Section IIB only.

#### Section IIA:

**REFERENCE:** Consider this Applicant in relation to the following essential performance criteria. Please indicate your rating by checking the appropriate box using the following scale, and **return this form directly to Lake Wales Charter Schools.**

- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| 5=Extremely competent/professional | 3=Competent/professional           | 1=Much less than competent/professional |
| 4=Very competent/professional      | 2=Less than competent/professional | 0=No basis for judgment                 |

Essential Performance Criteria	5	4	3	2	1	0
<b>Planning</b> – Ability to plan curriculum, assessment, and instruction intervention to achieve learning outcomes for a diverse student population.						
<b>Management of Student Conduct</b> – Ability to lead student behavior and maintain instructional momentum through the appropriate use of classroom management techniques to create a safe and positive learning environment.						
<b>Instructional Organization and Development</b> – Ability to create a positive learning environment and to stimulate active student engagement and critical thinking.						
<b>Presentation of Subject Matter</b> – Ability to present varied types of subject matter that is appropriate to the developmental level of the student.						
<b>Communication: Verbal and Nonverbal</b> – Ability to use appropriate verbal and nonverbal behavior to communicate effectively and develop a positive learning environment.						
<b>Monitoring Student Progress</b> – Ability to apply varied and appropriate measures for monitoring and assessing student achievement in relation to specified learning outcomes.						

#### Section IIB:

1. Did you supervise Applicant?    Yes  No  If no, in what capacity have you known the Applicant? \_\_\_\_\_
2. What was the Applicant’s job title in your school/business? \_\_\_\_\_
3. If Applicant was your employee, what were employment dates? \_\_\_\_\_
4. If Applicant left your employ, why? \_\_\_\_\_
5. Were any disciplinary actions initiated with the Applicant? \_\_\_\_\_
6. If a vacancy existed in your school or business for which the Applicant was qualified, would you recommend her/him for employment? \_\_\_\_\_

**ADDITIONAL COMMENTS** (use attachments, if necessary)

---

Reference Verification Conducted by _____	Date _____
---	------------

