



# Carteret County Schools

Office of Human Resources  
107 Safrit Drive  
Beaufort, North Carolina 28516

**TO THE APPLICANT:**

Complete the applicant section and direct this form to one of the individuals listed on your application as a reference. Ask the individual to return to **you** the completed form in the envelope provided, which must remain sealed until received in this office.

APPLICANT'S FULL NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

APPLYING FOR POSITION AS: \_\_\_\_\_

PERSON COMPLETING REFERENCE FORM: \_\_\_\_\_

**TO THE REFERENCING INDIVIDUAL:**

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Please check the level at which the applicant consistently performs.	Superior 6	Well Above Expectations 5	Above Expectations 4	At Expectations 3	Below Expectations 2	Unsat- isfactory 1
1. Character (general conduct, ethics, morals)						
2. Personal appearance (dress, grooming)						
3. Energy level						
4. Personality						
5. Voice quality						
6. Tact						
7. Self-control						
8. Enthusiasm						
9. Willingness to accept criticism						
10. Ability to work without close supervision						
11. Ability to work closely with others						
12. Dependability						
13. Promptness and thoroughness						
14. Overall attitude						
15. Loyalty and cooperation						
16. Communication skills (oral)						
17. Communication skills (written)						
18. Decision-making skills						
19. Scholarship						
20. Initiative						

**PLEASE COMPLETE THE FOLLOWING ADDITIONAL SECTION FOR TEACHER APPLICANTS ONLY**

21. Management of instructional time						
22. Management of student behavior						
23. Presentation of instruction						
24. Monitoring of student performance						
25. Provision for feedback to students						
26. Evidence of planning, use of resources						
27. Interaction with students						
28. Interaction with co-workers						
29. Assumption of non-instructional duties						
30. Oral presentation skills						
31. Evidence of professional growth						
32. Enthusiasm for teaching						

(continue on back)

Opportunities for observing the candidate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know of anything that would cause the candidate to be unfit for this position? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, please explain.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, please explain.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you were personally responsible, would you recommend the employment of this applicant? Yes \_\_\_\_\_ No \_\_\_\_\_ (If NO, please explain.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Company/School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

( ) \_\_\_\_\_

Telephone Number

Date



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32. Enthusiasm for teaching						

(continue on back)

Opportunities for observing the candidate \_\_\_\_\_

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Do you know of anything that would cause the candidate to be unfit for this position? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, please explain.)

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To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, please explain.)

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If you were personally responsible, would you recommend the employment of this applicant? Yes \_\_\_\_\_ No \_\_\_\_\_ (If **NO**, please explain.)

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Additional Comments: \_\_\_\_\_

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Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Company/School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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Opportunities for observing the candidate \_\_\_\_\_

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If you were personally responsible, would you recommend the employment of this applicant? Yes \_\_\_\_\_ No \_\_\_\_\_ (If NO, please explain.)

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Additional Comments: \_\_\_\_\_

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Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

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