

# WACO MONTESSORI SCHOOL

## Reference Form

Complete the top portion of the reference form for each employment reference you have listed on the application. If no employment references are available, you may use personal references.

### AUTHORIZATION STATEMENT

I, the undersigned, authorize all persons, schools, companies, corporations and law enforcement agencies to release any information contained in my employment records, school records, criminal records, and Workers' Compensation records to Waco Montessori School. I do release them from any liability and responsibility arising from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

**Reference:** (please print)

Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Position Desired: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

*Applicant must complete information above this line.*

### TO BE COMPLETED BY REFERENCE (Please rate the applicant by checking the appropriate boxes below.)

Characteristics	Strong	Satisfactory	Unsatisfactory	No Basis to Judge
Displays enthusiasm and a positive attitude				
General appearance, appropriate dress, grooming				
Exercises professional judgment in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgment				
Is dependable and punctual				
Establishes personal growth and career path				
Effectively diagnoses and addresses situations and concerns				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

FOR TEACHER POSITIONS ONLY	Strong	Satisfactory	Unsatisfactory	No Basis to Judge
Handles discipline matters in a fair and consistent manner				
Communicates students' successes and failures to parents				
Demonstrates knowledge of subject matter				
Demonstrates ability to diagnose and address student needs				
Encourages student performance consistent with abilities				
Uses a variety of instructional materials				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				
General success as a teacher				

### REFERENCE INFORMATION

How long have you known the applicant? \_\_\_\_\_

Would you employ the applicant for the position desired?  yes  no

Would a conversation be beneficial?  yes  no

Please use the back of the form for additional comments.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

*Thank you for  
your assistance!*

**Please return to: Waco Montessori School ☞ 1920 Columbus Avenue ☞ Waco, Texas 76701 ☞ fax 254.752.2922**