



P.O. Box 1029
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Professional Reference

PART I - TO BE COMPLETED BY APPLICANT

I am applying for a position as _____ with Talbot County Public Schools. To aid the consideration of my candidacy, please complete the form below and on the reverse side. Upon its completion, please return it in the enclosed pre-addressed envelope. I authorize you to provide this recommendation with the understanding that it is confidential and becomes the property of the school system.

SIGNATURE	
PRINT NAME	DATE

PART II-TO BE COMPLETED BY WRITER OF RECOMMENDATION

TYPE OF POSITION HELD BY APPLICANT	APPLICANT'S DATES OF SERVICE					
	FROM:			TO:		
	DAY	MO.	YEAR	DAY	MO.	YEAR
Teacher						
Student Teacher						
Other Explain						

Interruptions in service:

Reason for leaving:

PART II (Continued) PERFORMANCE RATING

KEY:

1 - HIGHLY PROFICIENT
2 - EFFECTIVE

3 - MARGINAL
4 - UNSATISFACTORY

Please check the appropriate box:

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
A. <i>Instructional Planning</i>				
B. Classroom Organization/Management				
C. Teaching - Learning Process (Effective Instruction)				
D. Interpersonal Relations				
G. Professional Growth (Self-evaluation and reaction to supervision)				
F. Communications Skills				
G. Attendance/Punctuality				
H. Overall estimate of teaching capability				

Would you employ/re-employ this applicant?

Yes

No

Comments: _____

SIGNATURE	DATE	School District or Business Address
NAME – TYPE OR PRINTED		
TITLE		Relationship in which I know the applicant?
PHONE		