

**WORCESTER COUNTY BOARD OF EDUCATION**  
**6270 Worcester Highway**  
**Newark, Maryland 21841-9746**  
**410-632-5075**

**PROFESSIONAL REFERENCE**

(Please Print)

Applicant's Name: \_\_\_\_\_  
Last First Middle Maiden

Dear \_\_\_\_\_:

I am applying for a teaching position in the Worcester County Public Schools. Please send an early reply to the questions below as the Board of Education's decision to hire me will be heavily influenced by the information provided by you and other references. I also waive my right of access to this information. Thank you for your prompt attention.

Sincerely,

What was your professional relationship with the applicant? \_\_\_\_\_

How many years did you know the applicant in this professional relationship? \_\_\_\_\_ Years

Subject area: \_\_\_\_\_

Please rate the individual in the following areas:

	Excellent	Above Average	Average	Below Average
1. General scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to: a. discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. organize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. administer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Personal appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Character, conduct, habits, loyalty and cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to communicate: a. verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reaction to supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Punctuality and attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Adaptability to differing situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Overall skill and success as a teacher or administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Additional comments: \_\_\_\_\_

\_\_\_\_\_

(use back if necessary)

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

Name (print): \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_