



MONTGOMERY COUNTY PUBLIC SCHOOLS

200 Junkin St.
Christiansburg, VA 24073

TELEPHONE 540-382-5125
FAX 540-382-5106

INSTRUCTIONAL PERSONNEL REFERENCE FORM

SECTION I (To be completed by applicant)

- A. Name _____ Date _____
- B. The position(s) for which I am applying in Montgomery County

- C. I authorize Montgomery County Public Schools to request information from references and former employers concerning my work performance and general character. I further authorize the party receiving this form to give complete information as may be requested by Montgomery County Public Schools.
- D. I agree to waive my right to access my reference's response.

_____ Applicant's Signature
- E. Forward this form to your reference after completing SECTION I.

SECTION II (To be completed by reference)

- A. How long have you known the applicant? _____
- B. What was your employment relationship with the applicant? _____
- C. What was the applicant's position? _____
- D. Month/Date/Year employed? From _____ To _____
- E. Would you re-employ the applicant for a similar position? Yes _____ No _____

Explanation of Rating Scale for following sections:

N/A Not applicable or no opportunity to observe
 1 = Area needing considerable improvement
 2 = Area needing some improvement
 3 = Area satisfactory at this time
 4 = Area exceeding expectations

PROFESSIONAL AND SOCIAL TRAITS		N/A	1	2	3	4
1	Understanding of Children					
2	Knowledge of Subject Matter					
3	Positive Attitude					
4	Cooperation & Loyalty					
5	Professional Ethics					
6	Professional Growth					
7	Judgment, Common Sense					
8	Use of English					

CLASSROOM MANAGEMENT		N/A	1	2	3	4
1	Class Control					
2	Interest in Students					
3	Leadership Qualities					
4	Works Well With Students					
5	Works Well With Parents					
6	Provides Favorable Psychological Environment for Learning					
7	Ability to Motivate					
8	Records & Reports					

TECHNIQUES OF TEACHING		N/A	1	2	3	4
1	Using Approved, Appropriate and Available Instructional Materials					
2	Planning, Managing and Organizing					
3	Evaluating Progress of Pupils					
4	Organizing Learning Activities to Achieve Specific Objectives					
5	Providing for Individual Differences					

PERSONAL QUALIFICATIONS		N/A	1	2	3	4
1	General Appearance					
2	Enthusiasm for Teaching					
3	Punctuality/Dependability					
4	Initiative					
5	Self-Reliance					
6	Tact					

GENERAL COMMENTS:

Date _____

Signature _____

Phone Number
() _____

Name _____
(Printed or typed)

School District _____

or Business _____

Address _____

After completing, please forward to:

**Personnel Department
Montgomery County Public Schools
200 Junkin St.
Christiansburg, VA 24073**

Thank you.