



# Applicant Reference

### To the Applicant:

Fill out the information in the box below and give a copy of this form to each of your references. Your reference should complete this form, seal it in an envelope, sign his or her name across the seal on the outside of the envelope, and mail it directly to Eleanor Roosevelt Community Learning Center

Applicant's name: _____ Address: _____ City, State, Zip: _____ Current phone: (     ) _____ Permanent or message phone: (     ) _____ Email: _____	Position(s) you are applying for: _____ _____
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### To the Reference:

The person named above is applying for employment at Eleanor Roosevelt Community Learning Center, which is a charter school serving grades kindergarten through grade ten. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. If selected, the applicant will be working directly in a school setting. Considerable value is placed on these references during the application review and selection process. Your input is greatly appreciated. References must be from people who know the applicant on a supervisory, professional, community or educational basis. References submitted by friends or family members will not be considered. All information will remain strictly confidential.

*Please circle the number on the scale which best represents the applicant's ability:*

	Unobserved	Poor		Average		Superior
<b>Responsibility</b>	0	1	2	3	4	5
<b>Self confidence</b>	0	1	2	3	4	5
<b>General appearance</b>	0	1	2	3	4	5
<b>Customer Service</b>	0	1	2	3	4	5
<b>Ability to accept criticism</b>	0	1	2	3	4	5
<b>Maturity</b>	0	1	2	3	4	5
<b>Dependability</b>	0	1	2	3	4	5
<b>Punctuality</b>	0	1	2	3	4	5
<b>Leadership Ability</b>	0	1	2	3	4	5
<b>Enthusiasm</b>	0	1	2	3	4	5
<b>Initiative and follow up</b>	0	1	2	3	4	5
<b>Honesty and integrity</b>	0	1	2	3	4	5
<b>Cooperation with others</b>	0	1	2	3	4	5

**COMPLETE BOTH SIDES OF THIS FORM**

## **Applicant reference (continued)**

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Please describe the situation in which you know the applicant.

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What are the applicant's most significant strengths?

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What skills or work practices does the applicant need to improve?

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Additional comments and supporting information.

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What is your overall recommendation?

- I recommend the applicant without reservation as an excellent candidate for employment at Eleanor Roosevelt Community Learning Center
  - I recommend the applicant as a good candidate for. employment at Eleanor Roosevelt Community Learning Center
  - I have some reservations, but I believe the applicant has a reasonable chance of success.
  - I have some substantial doubts about the applicant.
  - I do not recommend this applicant for. employment at Eleanor Roosevelt Community Learning Center
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*Please return immediately to the address below. Do not return this reference to the applicant. The applicant can only be considered when all references have been received. If you have any questions or additional comments, please contact Klara East, Director of ERCLC, Ph. 559.592-9160 Fx. 559.592.2927 or email: keast@erclc.org*

Signature \_\_\_\_\_

Name of reference \_\_\_\_\_

Position/Title \_\_\_\_\_

Organization/Institution \_\_\_\_\_

Phone (    ) \_\_\_\_\_

<p><b><u>Return directly to:</u></b> Klara East, Director ERCLC 31191 Road 180 Visalia, CA 93291</p>
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