SPARTANBURG SCHOOL DISTRICT TWO
Teacher Reference Form

Waiver of Access (to be signed by the applicant)

I, the undersigned applicant, waive the right to personal access to this recommendation form.

_____ _____ _____
Name (Print or type) **Signature** **Date**

Name of Reference_____

Address of Reference_____

Telephone of Reference_____

The above candidate has applied for a position as a teacher within Spartanburg School District Two and has given your name as a reference. This completed reference form will be included in the applicant's file for review by the school administrators. This form is confidential and will not be shared with the applicant. Your prompt reply will be appreciated. Please return the completed form to the address listed below.

1 – Outstanding 2 – Above Average 3- Average 4 – Below Average 5- Unacceptable 6 – Not Observed

PROFESSIONAL TRAITS	***1***	***2***	***3***	***4***	***5***	***6***
Personal Appearance						
Attendance/Punctuality						
Scholarship						
Personal Initiative						
Ability to Work with Others						
Language and Communication Skills						
Overall Appraisal						
TEACHING TRAITS						
Knowledge of Subject Matter						
Lesson Planning and Preparation						
Ability to Implement Planned Instruction						
Ability to Relate to Students						
Classroom Management (discipline)						
Sensitivity to Individual Student Needs						
Interest in Total School Program						

1. **I have known the applicant: ___personally ___as a student ___as an employee**
2. **How long have you known the applicant? _____**
3. **If former employee, why did applicant leave your employ?_____**
   _____
4. **Would you hire (rehire) this applicant?_____**
5. **Please comment on any additional information you feel we may need to know as a prospective employer (use reverse side if necessary).**_____

_____ _____ _____
Signature of Reference **Position/Title** **Date**

Return to: **Office of Personnel**
Spartanburg School District Two
4606 Parris Bridge Road
Boiling Springs, SC 29316