BRANDON SCHOOL DIVISION

DATE RECEIVED
COMPETITION #

To:
Referee Name: _____
Address: _____
_____

From:
Applicant Name: _____
Address: _____
_____

Dear _____:

I have applied for a Substitute Teaching position with the Brandon School Division and have given your name as a reference. Please complete the reference form below indicating your assessment of characteristics, abilities, and qualifications about which you have sufficient information to form a judgment. This reference will remain confidential to those individuals directly involved in the recruitment and selection process. At the point of employment it will form part of the employee personnel file and will remain confidential to those individuals having authorized access to the employee personnel file in the Brandon School Division.

Please return this form directly to: Office of Human Resources
Brandon School Division
1031 - 6th Street
Brandon, MB R7A 4K5
Email: human.resources@bsd.ca

Thank you,

_____ _____
Signature of Applicant *Date*

TO BE COMPLETED BY REFEREE

1. What is your **work-related** relationship to the candidate (ie. direct supervisor, co-teacher, etc.)?
   _____
2. How long have you known the applicant? (years/months) _____ From _____ to _____
   (mm/yy) (mm/yy)
3. Period of Employment of Applicant _____
4. Reason For Leaving _____
5. Please comment using the ratings listed below.

Definitions - Rating of Performance

Superior	- Consistently meets the highest standards of performance
Good	- Consistently meets performance standards
Poor	- Performs at a level below an acceptable standard
Cannot Comment	- Insufficient knowledge of performance to comment

Instruction	Superior	Good	Poor	Cannot Comment
Knowledge of programs and curriculum	☐	☐	☐	☐
Teaching strategies (variety, appropriateness, etc.)	☐	☐	☐	☐
Follow-up (assignments, remedial work, etc.)	☐	☐	☐	☐
Evaluation strategies	☐	☐	☐	☐

Lesson planning	☐	☐	☐	☐
Classroom management	☐	☐	☐	☐
Classroom environment	☐	☐	☐	☐
Interpersonal Relations				
With students	☐	☐	☐	☐
With parents	☐	☐	☐	☐
With staff	☐	☐	☐	☐
With administration	☐	☐	☐	☐
Other				
Involvement in school activities	☐	☐	☐	☐
General impression (appropriate dress, appearance, speech, etc.)	☐	☐	☐	☐
Attendance	☐	☐	☐	☐
Reliability	☐	☐	☐	☐
Leadership skills	☐	☐	☐	☐
Role model	☐	☐	☐	☐
Flexibility/Adaptability	☐	☐	☐	☐
Team player/Cooperation	☐	☐	☐	☐

5. Strengths of Applicant

_____

6. Areas Requiring Improvement

_____

ADDITIONAL COMMENTS

Do you recommend this applicant?

☐ Highly ☐ As Average
☐ With Reservation ☐ Do Not Recommend

_____ _____ _____

Date *Signature* *Title*

_____ _____

Print Name *Phone Number*