



# Cape Elizabeth School Department

## Reference Form

**Return to:**

Cape Elizabeth School Dept.  
PO Box 6267  
320 Ocean House Road  
Cape Elizabeth, ME 04107

# SUBSTITUTE TEACHER

**Type of Reference:**

- Personal  
 Professional

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

\_\_\_\_\_ has applied to the Cape Elizabeth School Department for a position as a substitute teacher. Your careful appraisal will be greatly appreciated. This form does not necessarily mean that we have an immediate vacancy. It will be added to the candidate's file for future reference. Thank you for rating this candidate.

**Which phrase best describes how you feel about employing this candidate?**

- Would employ with enthusiasm       Would employ with reluctance  
 Would employ with confidence       Would not employ

		Top 5% I've Known	Very Good	Good	Average	Below Average	Unsatisfactory
1.	Character						
2.	Personality						
3.	General Appearance						
4.	Voice and Speech						
5.	Use of English						
6.	Health and Energy						
7.	Emotional Stability						
8.	Culture and Refinement						
9.	Tact and Common Sense						
10.	Professional Attitude						
11.	Intellectual Ability						
12.	Demonstrated Teaching Ability (Techniques, planning, effort)						
13.	Discipline (Maintains control with evidence of mutual respect)						
14.	Adjusts to compensate for differences in students						
15.	Relationship with other staff members						

Name:	Address:	Telephone:
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Signature: \_\_\_\_\_ Official Position: \_\_\_\_\_

*The other side may be used for narrative/comments.*

*The Cape Elizabeth School Department does not discriminate in the operation of its educational employment policies and will honor all appropriate laws relative to discrimination.*