

**Marion Charter School  
Ocala, Florida**

**Name and address of reference:**

---

---

---

**Dear \_\_\_\_\_:**

**I have submitted an application for:**

\_\_\_\_\_ **Instructional**

\_\_\_\_\_ **Non-instructional**

**Position with Marion Charter School, an independent public school in Marion County, Florida. I appreciate you taking the time to complete the appropriate section of the reference form in the back of this letter. I cannot be considered for employment until my references are on file. Upon completion, please return to:**

**Michelle Axson, Director  
Marion Charter School  
39 Cedar Road  
Ocala, Florida 34472**

**Sincerely,**

\_\_\_\_\_  
**Applicants signature**

\_\_\_\_\_  
**Applicants printed name**

Applicant's Name: \_\_\_\_\_ (Please print or type)

Position Applied For: \_\_\_\_\_ (Please print or type)

NOTE TO REFERENCE: Please complete applicable form below.

**FORM #1 NON INSTRUCTIONAL REFERENCE**  
 (If applicant was not employed by you, please make statement at bottom about applicant)

**FORM #2 INSTRUCTIONAL EXPERIENCE REFERENCE**  
 (To be completed by administrators, supervising teachers, department heads, etc. having knowledge of applicant's teaching ability.)

Personal (Check the column which most accurately describes applicant)	Above Average	Average	Below Average
1. Performance of duties			
2. Enthusiasm			
3. Resourcefulness			
4. Ambition			
5. Honesty			
6. Appearance			
7. Personality			
8. Ability to follow instructions			
9. Ability to work with others			
1. Was applicant's overall performance satisfactory?			
2. Was applicant prompt for work and dependable?			
3. Was applicant cooperative?			
4. Would you re-employ applicant?			
5. <del>Why did you re-employ applicant in your employ?</del>			
		FROM	TO

General

Yes No

7. Please add any other pertinent information: \_\_\_\_\_

Evaluator's title during period of evaluation of applicant: \_\_\_\_\_

	Excellent	Good	Average	Needs Improvement	No Chance to Observe
1. Performance of duties					
2. Enthusiasm					
3. Resourcefulness					
4. Ambition					
5. Honesty					
6. Appearance					
7. Personality					
8. Ability to follow instructions					
9. Ability to work with others					
10. Personal Appearance					
11. Personality					
12. Speech and voice control					
13. Accuracy of reports					
14. Punctuality					
15. Planning and preparation					
16. Common sense					
17. Adaptability to new ideals					
18. Discipline					

This evaluation covers the period 20\_\_ to 20\_\_

In what capacity have you known the applicant?

If person was a former employee, would you rehire? \_\_\_\_\_

If not, are you willing to state the reason? \_\_\_\_\_

Have you observed applicant teaching in classroom situation? \_\_\_\_\_

Date

Present Position of Evaluator

Telephone