



DIOCESE OF VICTORIA
CATHOLIC SCHOOLS

Diocese of Victoria – Office of Catholic Schools | 1505 East Mesquite Lane | Victoria TX 77901

PROFESSIONAL REFERENCE FORM

Applicant’s Full Name: Position & Location:

Unless otherwise specified, applicants waive their right to access this completed referral.

<input type="text"/>	<input type="text"/>
Full Name of Reference	Email
<input type="text"/>	<input type="text"/>
Title/Profession and Employer/Organization	Phone Number
Capacity / Relationship <input type="text"/>	Length of Relationship <input type="text"/>

On a scale from 1 to 5, with 5 being the highest, how would you rate the applicant on the following General and Personal attributes? Select “N/A” if you are unable to determine a rating based on your relationship with the applicant.

GENERAL	0 – N/A	1- Poor	2- Fair	3- Average	4- Strong	5- Superior
Demonstrates moral integrity						
Relates to individuals respectfully						
Communicates effectively and consistently						
Deals with others in a fair and objective manner						
Shows grace under pressure						
Is respectful of students as individuals						
Assertive in a positive sense						
Can assume responsibility for discipline						
Continued professional growth						
Open to others’ ideas						
PERSONAL	0 – N/A	1- Poor	2- Fair	3- Average	4- Strong	5- Superior
Neat, well-groomed						
Wholesome, pleasing personality						
Self-control, emotionally stable						
Intelligent, alert, responsive						
OVERALL IMPRESSION OF APPLICANT						

If you would recommend or hire the applicant check the corresponding box, below, and add any additional comments that may help the hiring committee finalize their selection.

Recommend applicant for a position as teacher/administrator?	YES	NO	Would you hire this applicant?	YES	NO
Additional Comments:					

May we call you? Please indicate if you agree to talk by phone and help us better assess the candidate. Choose either YES or NO..... Yes No

Reference’s Signature

Date Submitted