

Confidential Referral Form for Administrative Internship

Applicant Instructions:

1. Provide one form to current supervising principal.
2. Provide one form to other person of your choice.
3. If the form is being returned to Human Resources via postal mail, provide each of your evaluators with a stamped envelope addressed to:

North Kitsap School District
Human Resources - Administrative Internship
c/o Therese Caldwell
18360 Caldart Ave NE
Poulsbo, WA 98370

4. Read this statement and sign below:

I authorize any current or former employer, person, firm, corporations, educational or vocational institution or government agency to provide any information regarding my employment/association to the North Kitsap School District. I hereby release and discharge those who provide information and the designated school district from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

_____ Date _____
Required Applicant Signature

Printed Applicant Name

Evaluator Instructions:

The above-named applicant has applied for an administrative intern position with the North Kitsap School District. Please evaluate this individual in terms of your knowledge of them either as an employee or through other professional contacts.

PLEASE PRINT

Name of Evaluator: _____

Evaluator Title: _____ Name of Organization: _____

How long have you known/worked with the candidate? _____

Telephone: _____ Email Address: _____

Completed form is due back to Human Resources via email, district mail or postal mail by February 3, 2023 before 4:00 p.m.

*Please share your observations and/or rank the candidate in these areas
(use the terms Excellent; Very Good; Good; Fair; Poor), note N/A for any that you have not observed.*

Leadership Skills:

Demonstrated leadership skills; contributions to/impact on building environment; contributions to conduct of school duties:

Administration/Management:

Organizational skills; Written and oral communication skills; Positive, cooperative attitude:

Community Relations:

Encouraging parent/student involvement; Working with local businesses/community:

Multicultural:

How does the candidate acknowledge/respect cultural and ethnic differences in students and adults?

Professional Preparation and Scholarship:

Examples of efforts toward professional improvement/development; Willingness to change/continually improve; Solicits feedback:

Professional/Appropriate Behavior:

Manner/appearance/poise appropriate for educational environment; Role model for students/other staff:

Other comments:

Overall rating of this candidate (check one): ___ Excellent ___ Very Good ___ Good ___ Fair ___ Poor

Date: _____ Evaluator Signature: _____