

# Richland County School District One

1616 Richland Street, Columbia, South Carolina 29201

## SUBSTITUTE REFERENCE FORM

### Applicant Information

Applicant Name: \_\_\_\_\_

\_\_\_\_\_  
(Street, P. O. Box, Apartment, etc.)

Telephone: (\_\_\_\_) \_\_\_\_\_

### Reference Information

Reference Name: \_\_\_\_\_

\_\_\_\_\_  
(Street, P. O. Box, Apartment, etc.)

Telephone: (\_\_\_\_) \_\_\_\_\_

TO APPLICANT: All applications and accompanying records become the property of the district and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. **I agree for this reference to be confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.**

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

How long and in what capacity have you known the applicant? \_\_\_\_\_

Please rate the applicant on the following skills, abilities and knowledge using the scale below:

	HIGH					LOW					
Professionalism	5	4	3	2	1	Ability to control temper/moods	5	4	3	2	1
Demeanor	5	4	3	2	1	Ability to learn new skills	5	4	3	2	1
Punctuality	5	4	3	2	1	Ability to get along with others	5	4	3	2	1
Initiative	5	4	3	2	1	Ability to limit negative influences					
Strong work ethic	5	4	3	2	1	on work performance	5	4	3	2	1
Ability to manage child's behavior	5	4	3	2	1	Ability to teach children	5	4	3	2	1

What is this applicant's greatest strength?

In what area(s) would the applicant need support, remediation, training, etc.? (please support your opinion)

Please check the statement which best describes your opinion about this applicant as a substitute teacher in Richland County School District One.

- I highly recommend this applicant as a substitute teacher. He/she is exceptional.
- I recommend this applicant as a substitute teacher. He/she is above average.
- I feel this applicant would perform satisfactorily as a substitute teacher. He/she is satisfactory.
- I do not recommend this applicant.
- No comment.

Other: \_\_\_\_\_

May Richland County School District One contact you should we have any further questions?  Yes  No

Best time for our office to contact you in regard to the above applicant? Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date