

REFERENCE FORM



To the Applicant: Your application should include **two** original copies of this Reference Form (completed by high school teachers who have had you in a class.) You are solely responsible for returning two sealed references to the Office of Community Based Learning.

To the referent: This reference will enable the Teaching Fellows Selection Committee to constructively evaluate applicants applying for the Teaching Fellows scholarship program. You are asked to complete the form and seal it in an envelope with your signature written across the seal. Please return the sealed envelope to the applicant. The applicant will forward the form to the Teaching Fellows scholarship program as part of the applicant's file. These references are confidential and will only be read by the selection committee. Your candid response will be most helpful in the selection of future teachers for California. Please use only the space provided – do not attach additional sheets.

Applicant's Name _____

Please indicate how often you have observed each of the following traits by circling the appropriate rating by each, using the following scale.

	1 Rarely	2 Occasionally	3 Frequently	NA Not Applicable <i>(to your situation with applicant)</i>	
1	2	3	NA	brings new dimensions to topics of discussion or activities	
1	2	3	NA	will not settle for a mediocre solution when a better one can be found	
1	2	3	NA	works beyond assignments	
1	2	3	NA	seeks knowledge for its own sake	
1	2	3	NA	is interested in activities and topics beyond the typical interests of his or her peer group	
1	2	3	NA	does not fear being different; is willing to take a stand when appropriate even in the face of opposition	
1	2	3	NA	plans future activities; sets long-term goals	
1	2	3	NA	takes responsibility for his or her own actions	
1	2	3	NA	exhibits leadership by initiating activities within a group	
1	2	3	NA	exhibits flexibility when dealing with change or new situations	
1	2	3	NA	is gracious when fulfilling unpleasant tasks	
1	2	3	NA	has the respect of his or her teacher	
1	2	3	NA	has the respect of his or her supervisor or employer	
1	2	3	NA	has the respect of his or her peers	
1	2	3	NA	has expressed an interest in teaching	

Respond to the following questions in the space provided only. Additional sheets will not be considered.

1. What one trait of this applicant do you think will be the strongest indication for his or her likely success as a superior teacher?

2. How do you know this applicant? How long have you known the applicant?

3. Please give specific examples and details from work, community or school setting, which best describe this applicant's strength or character.

4. Check the best description of your perception of this applicant's commitment to teaching.
 not committed at this time somewhat committed strongly committed
5. Check your overall recommendation of this applicant as a potential teacher.
 average above average superior

Please return this completed form TO THE APPLICANT in a sealed envelope with your signature across the seal.

Signature: _____

Your Name: _____

Profession and Position: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone () _____ **Work Phone ()** _____

Do Not Mail to the Office of Community Based Learning
All applications and supporting information are the property of the
Office of Community Based Learning and are confidential.
Photocopying and/or sharing this material is expressly prohibited.