



~Office of Catholic Schools ~ Diocese of Victoria

*Professional Reference - CSR-H
Revised 3/2015*

PROFESSIONAL REFERENCE

Applicant _____

Date _____

Position applied for: _____

School: _____

“I hereby give the Office of Catholic Schools permission to make inquiries of former employers and others for references concerning my general character and professional performance. I hereby authorize the party receiving this form to give full and complete information as may be requested. I further agree that the information will not be disclosed to me but will be treated as confidential, and I waive my right to see this information.”

Applicant's Signature

GENERAL	Superior	Strong	Average	Fair	Poor
Demonstrates moral integrity					
Relates to individuals respectfully					
Communicates effectively and consistently					
Deals with others in a fair and objective manner					
Shows “grace under pressure”					
Shows respect for and understanding of students as individuals					
Assertive in a positive sense					
Can assume responsibility for discipline					
Continued Professional Growth					
Has an attitude of openness to ideas of others					
PERSONAL					
Neat, well-groomed					
Wholesome, pleasing personality					
Self-control, and emotionally stable					
Intelligent, alert, responsive					
Overall Impressions of Applicant					
Comments:					

How long have you known applicant and in what capacity? _____

Would you recommend him/her for a position as teacher/administrator? _____ Yes _____ No

Would you hire applicant? _____ Yes _____ No



Institution or Business

Signature

Title/Position

Printed Name

APPLICANT:

Please provide the enclosed professional reference forms to the individuals that you listed as references on your application. You may request a letter of recommendation instead of this form, if you wish to do so.

NOTE: *Please make certain that you have completed the top portion of the form that requires your Name, date, position applied for, and school, if applicable.*

Please return reference forms to:

*Mr. John E. Quarry
Superintendent of Catholic Schools
P. O. Box 4070
Victoria, Texas 77903*

Or email to jquary@victoriadiocese.org





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