

LAWTON PUBLIC SCHOOLS
HUMAN RESOURCES
753 NW Ft. Sill Boulevard
P.O. Box 1009
Lawton, OK 73502-1009

Office 580-357-6900

FAX 580-585-6449

INFORMATION FOR CERTIFIED APPLICANTS

We genuinely appreciate your interest in Lawton Public Schools. We seek to hire the very best applicants available and appreciate your efforts in helping us obtain the information we need to give your application serious consideration. Directions should be followed carefully with regard to the request for transcripts and credentials.

The following items must be included with the application:

- Copy of your current Oklahoma teaching certificate.
- **Official** transcripts.
- A copy of your **out-of-state, valid teaching certificate and proof of experience**, if this applies to you. Oklahoma will pay up to 5 years out-of-state teaching experience.
- **DD214** (military service record) if this applies to you. Oklahoma will pay up to 5 years active duty military service.

When the completed application is returned, the two reference forms you signed will be forwarded to persons you listed as supervisors or principals. Please make sure you listed full names and complete addresses of those people keeping in mind that some educators will not be available at their school addresses during the summer months.

When a vacancy exists, the file of qualified applicants will be reviewed. If you are selected to interview, that interview will be conducted at the appropriate school site and will be specific dealing with a particular teaching position. An administrator, team coordinator/department chair, and teacher(s) will make up the interview team. A second employment interview may be scheduled if additional information is needed. If an applicant is not selected for a position, the application will be returned to the active file for future consideration. Only the applicant selected for the position will be notified by the Human Resources office. The application will be kept on file for one year. Please do not contact principals or directors for interviews. They are not permitted to interview applicants unless selected from the applicant file.

Only those applicants who hold a current Oklahoma teaching certificate with highly qualified credentialing will be considered for employment. An applicant who is uncertain about eligibility may obtain this information by writing or calling the state certification office in Oklahoma City at:

State Department of Education
Teacher Certification
Oliver Hodge Building
2500 North Lincoln, Room 232
Oklahoma City, Oklahoma 73105
405-521-3337
www.sde.state.ok.us

When writing the certification office regarding areas in which you may be certified to teach, include complete transcripts of all your college work and proof of out-of-state teaching experience. A copy of your teaching certificate that was valid during the time of employment must be sent with your application as well.

Applicants who are certified in any of the core academic subjects (early childhood, elementary, English, reading, language arts, mathematics, science, foreign language, civics and government, economics, art, music, history, and geography) must meet the highly qualified requirements under No Child Left Behind (NCLB) by either documenting subject matter

competency by building a Highly Objective Uniform State Standard of Evaluation (HOUSSE) or by passing the appropriate Oklahoma Subject Area Test (OSAT). **Applicants who have not met these requirements will not be considered for employment with Lawton Public Schools.**

Selection for employment in the Lawton Public School system is based on merit only. The following criteria, as evidenced by application, personal interview, references, and school or teaching experience, are used as guides for the selection of teachers: training for the position, experience, special abilities or skills, competencies (personal and professional), character, health (mental and physical), and requirements of the position. Assignment is made, unless otherwise specified, for one school year or the balance of the school year, subject to assignments and other legal requirements.

The Lawton Public School District does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, handicap, or status as a Vietnam or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, as well as all other terms, conditions, benefits, and privileges associated with employment. This policy also extends to special educational programs and activities operated by the district. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 86 of the implementing regulation administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

When submitted, all applications for employment or promotion become the sole property of Lawton Public Schools. The application, references, transcripts and other information are confidential and will be reviewed only by officials of the Human Resources Office and appropriate, authorized school supervisory personnel.

Thank you for your interest in Lawton Public Schools!

**LAWTON PUBLIC SCHOOLS
HUMAN RESOURCES**

753 Fort Sill Boulevard
Lawton, Oklahoma 73507-5421

APPLICATION FOR PROFESSIONAL POSITION

NOTICE TO APPLICANT:

Independent School District Number I-8 of Lawton, Oklahoma does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training or apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy also extends to the educational programs and activities operated by the District.

Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 86 of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

PERSONAL DATA

Use legal name only

Last Name	Jr., etc.	First Name	MI	Social Security Number		

Date of Application				Date Available			
	Month	Day	Year		Month	Day	Year

PERMANENT ADDRESS

House Number	Street - P.O. Box Number - Apartment Number		City	State	Zip Code		

TEMPORARY ADDRESS (If applicable) Please state length of time to be at this address

House Number	Street - P.O. Box Number - Apartment Number		City	State	Zip Code		

E-MAIL ADDRESS

HOME PHONE

Area Code Number

CELL PHONE

Area Code Number

EMPLOYMENT PREFERENCE

- Type of Application:
Full time employment only _____ Part-time only _____ Either _____
- Kind of employment (*check only those areas for which you can qualify and in which you would accept employment*)
Elementary School Teacher _____ Middle School Teacher _____ Senior High School Teacher _____
Professional School-Service Employee (Administrator, Counselor, Library-Media Specialist, Nurse, etc.) _____
Specify _____

AREAS OF SPECIALIZATION

ELEMENTARY

- Kindergarten
- Primary
- Intermediate
- Physical Education
- Music
- Art

SECONDARY (Middle and Senior High)

- Library-Media
- Special Education Specify _____
- Vocational Specify _____
- Nurse
- Supervisor
- Other Specify _____

INEXPERIENCED CANDIDATES

STUDENT OR PRACTICE TEACHING: DATE STARTED _____

Grade or Subject Taught	No. of Weeks	Name and Address of School	1. College Supervisor 2. Cooperating Teacher
			1.
			2.
			1.
			2.

CREDENTIALS

Do you have placement office credentials on file? YES ___ NO ___ If "Yes", please request that they be sent to the Personnel Office.

EXPERIENCED CANDIDATES

TEACHING EXPERIENCE: (Include only regular teaching under contract - list most recent first)

DATES		Name, Address and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/> <input type="text"/> Month Year		
TO	<input type="text"/> <input type="text"/> Month Year		
Years	<input type="text"/>		

Name of Principal	Final Year Salary	Reason for Leaving
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DATES		Name, Address and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/> <input type="text"/> Month Year		
TO	<input type="text"/> <input type="text"/> Month Year		
Years	<input type="text"/>		

Name of Principal	Final Year Salary	Reason for Leaving
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DATES		Name, Address and Zip of School District	Subject and/or Grades Taught
FROM	<input type="text"/> <input type="text"/> Month Year		
TO	<input type="text"/> <input type="text"/> Month Year		
Years	<input type="text"/>		

Name of Principal	Final Year Salary	Reason for Leaving
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Only teaching full time in college, teaching in a public school or in an accredited private school is creditable. Student teaching and substituting in most cases are not creditable. State law limits out-of-state experience to 5 years and military service experience to 5 years.

TOTAL NUMBER OF CREDITABLE YEARS
(Must be filled in)

<input type="text"/>	<input type="text"/>
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Academic or Professional References: (List 3)

Name	Street Address	City	State	Zip	Area Code/Phone	Occupation

EDUCATION INFORMATION

Graduate of what High School: _____
School City State

Oklahoma Certification Tests Passed (Required if graduated after January 31, 1982) _____

Colleges Attended: (Use separate line for each degree)

College or University	Location (City, State)	Dates of Attendance	Accredited?	Major Field of Study	Minor Field of Study	Type of Degree Completed

GRADUATE STUDY Undergraduate Grade Point Average _____

TYPE OF CERTIFICATE

(Circle Appropriate Items)

- L - License - Oklahoma
- S - Standard - Oklahoma
- O - Out of State
- N - None

KIND OF CERTIFICATE

- 1 - Professional School Service
- 2 - Elementary School (K-8)
- 3 - Elementary - Secondary School (K-12)
- 4 - Secondary School (7-12)
- 5 - Nursery & Kindergarten (N-K)

HIGHEST DEGREE HELD

- B - Bachelor
- B+16 - Bachelor plus 16 Graduate Hours
- M - Master
- B+48 - Masters plus 32 Graduate Hours
- B+64 - Bachelor plus 64 Graduate Hours
- D - Doctoral

LICENSURE AND CERTIFICATION AREAS

CIRCLE CERTIFIED TEACHING AREAS

ADMINISTRATIVE

- 0501 Superintendent (PK-12 or ALL)
- 0502 Elementary Superintendent (PK-8 or K-8)
- 0503 Secondary Principal (6-12 or 7-12)
- 0504 Middle Level Principal (5-8)
- 0505 Elementary Principal (PK-8 or K-8)
- 0507 Vocational Administrator (9-12 Vocational)
- 0531 Curriculum Administrator (All) (Nonteaching)
- 8021 Curriculum Supervisor (Same Level)

- 3521 Management (7-12)
- 3523 Marketing (7-12)
- 3525 Office Proc/Manage (7-12)
- 3527 Shorthand (7-12)
- 3529 Typewriting (7-12)
- 3550 Business Education (6-12) (= All business areas including career/technology)

CAREER AND TECHNOLOGY EDUCATION

- 7501 Marketing Ed (6-12)
- 7501 DE/Marketing (9-12 Vocational)
- 7503 Occupational Agriculture (6-12 or 9-12 Vocational)
- 7505 Occupational Home Economics (9-12 Vocational)
- 7507 Technical Education (9-12 Vocational)
- 7509 Trade and Industrial (6-12 or 9-12 Vocational)
- 7511 Vocational Agriculture (9-12 Vocational)
- 7513 Vocational Business-Office (9-12 Vocational)
- 7514 Career and Technology Business (6-12)
- 7515 Career and Technology Health Occupations (6-12 or 9-12 Vocational)
- 7517 Vocational Home Economics (9-12 Vocational)
- 7559 Occupational Family and Consumer Science (6-12)
- 7575 Career and Technology Family and Consumer Sciences (6-12)

DANCE

- 2020 Dance (PK-12)

DRIVER/SAFETY EDUCATION

- 8009 Driver/Safety Education (6-12 or 7-12)

EARLY CHILDHOOD

- 1001 Early Childhood (N-K)
- 1002 Special EC Kindergarten (K)
- 1003 Early Childhood (PK-3)
- 1004 Four-Year-Olds and Younger (PK)

ELEMENTARY EDUCATION

- 1501 Elementary Education (1-8)
- 1600 Elementary Education (1-8)

ENGLISH

- 4001 American Literature (7-12)
- 4003 English Literature (7-12)
- 4005 Grammar & Composition (7-12)
- 4009 Library Science (7-12)
- 4011 Newspaper (7-12)
- 4015 World Literature (7-12)
- 4017 Yearbook (7-12)
- 4075 Language Arts-Jr. High (6-8)
- 4050 English (6-12) (= Grammar/Composition, American Literature, English Literature, and World Literature)

ENGLISH AS A SECOND LANGUAGE

- 8005 Bilingual/Multiculture (Same Level)
- 8011 English as a Second Language (Same Level or PK-12)

AGRICULTURE

- 3001 Agriculture - General (7-12)
- 7550 Agriculture Education (6-12)

ATHLETIC COACH

- 8003 Athletic Coach (Same Level)

ART

- 2001 Art (PK-12)
- 2075 Art - Jr. High (6-8 Middle/Jr. High Endorsement Only)

BUSINESS

- 3501 Accounting (7-12)
- 3503 Business English (7-12)
- 3505 Business Law (7-12)
- 3507 Business Machines (7-12)
- 3509 Business Math (7-12)
- 3511 Career/Occup Inform (7-12)
- 3513 Comp In Bus/Info Pro (7-12)
- 3515 Economics (7-12)
- 3517 Finance (7-12)
- 3519 General Business (7-12)

COMPUTER SCIENCE

- 8007 Computer Science (Same Level)
- 8019 Elementary Keyboarding (K-8)

FAMILY AND CONSUMER SCIENCES

- 4550 Family and Consumer Sciences (6-12)

LICENSURE AND CERTIFICATION AREAS (cont.)**CIRCLE CERTIFIED TEACHING AREAS****FOREIGN LANGUAGE**

2003 French (PK-12 or K-12)
 3701 French (7-12)
 2005 German (PK-12 or K-12)
 3703 German (7-12)
 2008 Italian (7-12)
 2006 Russian (PK-12 Or K-12)
 3709 Russian (7-12)
 2007 Latin (PK-12 or K-12)
 3705 Latin (7-12)
 2004 Japanese (PK-12)
 2011 Spanish (PK-12 or K-12)
 3711 Spanish (7-12)
 2012 Chinese (PK-12)
 2002 American Sign Language
 2010 Native American Language
 2016 Turkish
 2018 Greek

GIFTED AND TALENTED

8017 Gifted and Talented
 (Same Level or PK-12)

HOME ECONOMICS

4501 Home Economics-Gen (7-12)
 4503 Adult/Family Living (7-12)
 4505 Career Education (7-12)
 4507 Child Dev/Parent Ed (7-12)
 4509 Consumer Education (7-12)
 4511 Nutrition Education (7-12)
 4513 Textiles/Clothing (7-12)

INDUSTRIAL ARTS

5001 Drafting Technology (7-12)
 5003 Electric/Electronics (7-12)
 5005 Gen Industrial Arts (7-12)
 5007 Graphics (7-12)
 5009 Metal Technology (7-12)
 5011 Power Technology (7-12)
 5013 Wood Technology (7-12)

JOURNALISM

4007 Journalism (7-12)
 4101 Journalism (6-12 or 7-12)

LIBRARY MEDIA

0513 Librarian (All)
 0515 Library/Media Specialist
 (PK-12 or All)

MATHEMATICS

5501 Algebra (7-12)
 5503 Analysis (7-12)
 5505 Calculus (7-12)
 5507 Computer Science/App (7-12)
 5509 General Mathematics (7-12)
 5511 Geometry (7-12)
 5513 Linear Algebra (7-12)
 5515 Statistics (7-12)
 5517 Trigonometry (7-12)
 5550 Advanced/Secondary Mathematics
 (6-12) (= Analysis, Calculus,
 Trigonometry, Statistics)
 5552 Intermediate Mathematics (6-12)
 (= Algebra, General Mathematics,
 Geometry)
 5575 Math-Jr High
 (6-8 Middle/Jr. High Endorsement Only)

MIDDLE LEVEL

4150 English (5-8)
 5554 Mathematics (5-8) (Not for H.S. Credit)
 5555 Mathematics (5-8) (For 7-8 H.S. Credit)
 2050 Music (5-8)
 6055 Science (5-8)
 6560 Social Studies (5-8)

MUSIC

2013 Instrumental/General Music
 (PK-12 or K-12)
 2014 Music - General (K-12)
 2015 Vocal/General Music (PK-12 or K-12)
 2085 Music-Jr High
 (6-8 Middle/Jr High Endorsement Only)

OCCUPATIONAL THERAPY

7001 Occupational Therapy (All Grades)

PHYSICAL EDUCATION/HEALTH/SAFETY

2017 Health (PK-12)
 2019 Physical Ed/Health/Safety
 (PK-12 or K-12)
 2090 Physical Ed - Jr. High (6-8)

PHYSICAL THERAPY

7003 Physical Therapy (All Grades)

ROTC

8015 ROTC (6-12 or 7-12)

READING

2021 Reading Specialist (PK-12 or K-12)

SCHOOL COUNSELOR

0524 Elementary Counselor (K-8)
 0525 School Counselor (PK-12 or All)
 0526 Secondary Counselor (7-12)

SCHOOL NURSE

7005 School Nurse (PK-12 or All)

SCHOOL PSYCHOLOGIST

0517 School Psychologist (PK-12 or All)

SCHOOL PSYCHOMETRIST

0519 School Psychometrist (PK-12 or All)

SCIENCE

6001 Anatomy/Physiology (7-12)
 6003 Biology (7-12)
 6005 Botany (7-12)
 6006 Chemistry (6-12 or 7-12)
 (= Chemistry, General Science)
 6009 Earth Science (6-12 or 7-12)
 (= Earth, General Science)
 6011 General Science (7-12)
 6013 Physical Science (6-12 or 7-12)
 (Physical Science, General Science)
 6015 Physics (6-12 or 7-12)
 (Physics, General Science)
 6017 Zoology (7-12)
 6050 Biological Sciences (6-12)
 (= Anatomy/Physiology, Biology,
 Botany, General Science and Zoology)
 Science
 (6-8 Middle/Jr. High Endorsement Only)
 8001 Aeronautics (7-12)
 6007 Computer Applications (7-12)

SOCIAL STUDIES

6501 American History (7-12)
 6503 Ancient/Medieval Hist (7-12)
 6505 Black History (7-12)
 6507 Conserv Nat Resources (7-12)
 6509 Democracy (7-12)
 6511 Economics (7-12)
 6513 Geography (7-12)
 6515 International Problems (7-12)
 6517 Oklahoma History (7-12)
 6519 Sociology/Anthropology (7-12)
 6521 U.S. Government (7-12)
 6523 World History (7-12)
 6550 U.S. History/Oklahoma History/
 Government/Economics (6-12)
 World History/Geography (6-12)
 6552 World History/Geography (6-12)
 6554 Psychology/Sociology (6-12)
 6575 Social Studies-Jr. High
 8013 Psychology (7-12)

SPECIAL EDUCATION

2501 Emotionally Disturbed (N-12)
 2503 Hearing Impaired (N-12)
 2505 Learning Disability (N-12)
 2507 Mentally Handicapped (N-12)
 2509 Physically Handicapped (N-12)
 2511 Visually Handicapped (N-12)
 2550 Blind/Visual Impairment (PK-12)
 2552 Deaf/Hard of Hearing (PK-12)
 2556 Mild-Moderate Disabilities (PK-12)
 2558 Severe-Profound, Multiple
 Disabilities (PK-12)

SPECIAL EDUCATION REGISTRIES

9801 Autism (N-12)
 9802 Deaf-Blindness (N-12)
 9803 Multiple Disabilities (N-12)
 9804 Other Health Impairment (N-12)
 9805 Traumatic Brain Injury (N-12)

SPEECH/DRAMA/DEBATE

4013 Speech and Drama - 1975 (7-12)
 4201 Speech and Drama - 1984 (7-12)
 4250 Speech/Drama/Debate - 1997 (6-12)

SPEECH-LANGUAGE PATHOLOGIST

0521 Speech/Language Pathologist
 (PK-12 or All)
 0523 Speech Pathologist (All)

TECHNOLOGY EDUCATION

8501 General Tech (6-12)
 8503 Communication Tech (6-12)
 8505 Construction Tech (6-12)
 8507 Manufacturing Tech (6-12)
 8509 Eng/Pwr/Transp Tech (6-12)
 8550 Technology Education (6-12)
 8575 Technology Education - Jr. High
 (6-8 Middle/Jr. High Endorsement Only)
 9001 Technology Ed/IA (6-12)
 9003 Technology Ed/IA (6-12)

Do you or your spouse have a relative who is either a member of the Lawton Board of Education or who is employed in any capacity in the Lawton School District? YES ____ NO ____

If yes, please give the following information:

Name of Relative	Relationship	Position Held
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Have you ever been convicted of a crime? YES ____ NO ____

If yes, please explain: _____

Have you ever been dismissed, asked to resign, or refused re-employment? YES ____ NO ____

Please give, in your own handwriting, any further information about yourself which you feel would be of importance in arriving at a fair evaluation of your qualification.

REQUIRED CREDENTIALS INCLUDED WITH APPLICATION:

- A copy of your Oklahoma Teaching Certificate(s)
- Complete and up-to-date Official Transcript(s)
- Verification of out of state experience
- Form 214 - Verification of Military Service

Before this application can be evaluated, all requested information and materials must be received in the Personnel Office.

I have met the qualifications of a highly qualified teacher. ____ YES ____ NO Signature: _____

I authorize the verification of all references and information contained in this application, and hereby declare that the information given by me in this application is true and complete. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application or discharge if I have been employed.

Date _____
Month Day Year

Legal Signature of Applicant

Mail To:

LAWTON PUBLIC SCHOOLS
Human Resources
P.O. Box 1009
Lawton, Oklahoma 73502-1009

This application must be kept current (current Oklahoma certificate, address, phone number, etc.) in person or by written request to remain in the active file.

All questions must be completed and the application must be dated and signed to become valid.

**Lawton Public Schools
Lawton, Oklahoma
Human Resources**

EQUAL EMPLOYMENT OPPORTUNITY: APPLICATION DATA FORM

The completion of this form is voluntary; however, its completion will help the Lawton Public Schools comply with state and federal reporting requirements. This information will be used for statistical purposes only and will not in any way enter into the selection process.

_____ Social Security No. _____
Print Last Name First Name M.I.

_____ City State Zip Code
Permanent Address: Street / P.O. Box # / Apt. #

_____ Cell Phone Number
Home Telephone Number

_____ Age
Date of Birth: Month / Day / Year

Gender:

_____ Female
_____ Male

Ethnicity:

_____ Hispanic or Latino
_____ Not Hispanic or Latino

Race:

You are allowed to choose more than one race.

- _____ **American Indian or Alaskan Native:**
A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- _____ **Asian:**
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ **Black or African American:**
A person having origins in any of the Black racial groups of Africa.
- _____ **Native Hawaiian or Other Pacific Islander:**
A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ **White:**
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

HUMAN RESOURCES DIVISION

LAWTON PUBLIC SCHOOLS

P. O. Box 1009

Lawton, Oklahoma 73502-1009

(580) 357-6900

Applicants cannot meet screening qualifications without your completed reference

TEACHER REFERENCE

(Please Print)

NAME OF APPLICANT: _____

POSITION APPLIED FOR: _____

Signature of Applicant Date

The person whose name appears above has filed an application for a position with the Lawton Public Schools. Please give us your opinion of this applicant's personal and professional qualifications. Please feel free to call us at (580) 357-6900, if you would like to give more complete information than is contained on this form. Thank you for your assistance in providing this assessment.

Please circle response:

PERSONALITY SUITED TO TEACHING

One of the best 4
Above average 3
Average 2
Below average 1
Do not recommend 0

ATTENDANCE

Excellent 4
Above average 3
Average 2
Below average 1
Poor 0

PROFESSIONAL QUALIFICATIONS

One of the best 4
Above average 3
Average 2
Below average 1
Do not recommend 0

PROFESSIONAL PERFORMANCE

(If the candidate is without experience, please give estimate of promise).

One of the best 4
Above average 3
Average 2
Below average 1
Do not recommend 0

COOPERATION AND WILLINGNESS

One of the best 4
Above average 3
Average 2
Below average 1
Do no recommend 0

Would you employ this person? Yes No

Information furnished by:

Name and Title

Name of School

City State Zip Code

Please add any additional information on reverse side of this form.

HUMAN RESOURCES DIVISION

LAWTON PUBLIC SCHOOLS

P. O. Box 1009

Lawton, Oklahoma 73502-1009

(580) 357-6900

Applicants cannot meet screening qualifications without your completed reference

TEACHER REFERENCE

(Please Print)

NAME OF APPLICANT: _____

POSITION APPLIED FOR: _____

Signature of Applicant Date

The person whose name appears above has filed an application for a position with the Lawton Public Schools. Please give us your opinion of this applicant's personal and professional qualifications. Please feel free to call us at (580) 357-6900, if you would like to give more complete information than is contained on this form. Thank you for your assistance in providing this assessment.

Please circle response:

PERSONALITY SUITED TO TEACHING

One of the best 4
Above average 3
Average 2
Below average 1
Do not recommend 0

ATTENDANCE

Excellent 4
Above average 3
Average 2
Below average 1
Poor 0

PROFESSIONAL QUALIFICATIONS

One of the best 4
Above average 3
Average 2
Below average 1
Do not recommend 0

PROFESSIONAL PERFORMANCE

(If the candidate is without experience, please give estimate of promise).

One of the best 4
Above average 3
Average 2
Below average 1
Do not recommend 0

COOPERATION AND WILLINGNESS

One of the best 4
Above average 3
Average 2
Below average 1
Do no recommend 0

Would you employ this person? Yes No

Information furnished by:

Name and Title

Name of School

City State Zip Code

Please add any additional information on reverse side of this form.