

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES DEPARTMENT
 1960 Landings Blvd. • Sarasota, FL 34231-3331
 Telephone: (941) 927-9000 FAX: (941) 927-4020

PROFESSIONAL RECOMMENDATION FORM

TO THE APPLICANT

LAST NAME: _____ FIRST NAME: _____ M.I. _____ TELEPHONE: _____

I understand that, according to the Family Educational Rights and Privacy Act of 1974 and the Florida Records Law, I have the right to see this completed recommendation form and that I cannot be considered for employment until three (3) completed references are included in my employment application.

I have communicated with the following reference and he/she has agreed to complete this recommendation based on his/her knowledge of my abilities.
 Applicant's Signature _____ DATE _____

TO THE REFERENCE

Thank you for your timely evaluation of the above-named applicant's qualifications for employment with the School Board of Sarasota County, Florida. Your recommendation will become a permanent part of the applicant's employment record. Please mail this form directly to the Human Resources office at the address shown above.

My contact with the applicant is/was: As a student As an employee
 Frequency of contact is/was: Daily Frequently Infrequently

What period of time did you supervise/employ the applicant? From (Month/year) _____ To (Month/year) _____

Have you observed this applicant teach in a classroom situation? Yes No

	Superior	Above Average	Satisfactory	Below Average	Poor
Knowledge of subject matter					
Knowledge of professional responsibility					
Scholarship					
Enthusiasm for learning/teaching					
Evidences personal and professional goals					
Demonstrates willingness to learn and grow					
Verbal and written communication skills					
Ability to organize responsibilities and tasks					
Accuracy and punctuality of reports/assignments					
Willingness to pursue tasks to completion					
Ability to work with people					
Ability to accept evaluation of performance					
Ability to handle stressful situations appropriately					
Punctuality and regularity in attendance					
Speech and voice qualities					
Evidence of leadership					

CONTINUE FOR EXPERIENCED TEACHERS ONLY

Ability to work with children					
Classroom organization and control					
Effective use of methods and techniques					
Planning and preparation skills					
Interest and enthusiasm created in students					
Competency in academic field					

What are the applicant's chief assets or limitations?

Would you employ/reemploy this individual as a teacher? Yes No

To the best of your knowledge, has the candidate ever been denied for a contract renewal?
 If yes, explain Yes No

Remarks _____

 Printed Name of Reference

 Company Name

 Title of Reference during period you observed applicant

 Street Address

 Telephone Number

 City, State, Zip Code

 Signature of Reference

 Date

The School Board of Sarasota County complies with State Statutes on Veteran's Preference and Federal Statutes on non-discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation.

RET: Master, 25FY aft sep/ term
Dupl., 1FY aft term

120-80-PER-HMR
Rev 1/16/03