| referee check | | | | |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Applicant’s name** | |  | Date |  |
| **Position applied for** | |  | | |
| **Referee** | |  | | |
|  | | | | |
|  | | | | |
| **1** | **How long have you known the applicant?** | | | |
|  | | | | |
| **2** | **In what capacity?** | | | |
|  | | | | |
| **3** | **What were the dates of their employment with you?** | | | |
|  | | | | |
| **4** | **What were the applicant’s outstanding strong points?** | | | |
|  | | | | |
| **5** | **What areas did the applicant need to improve in?** | | | |
|  | | | | |
| **6** | **Did the applicant have any special responsibilities in their role?** | | | |
|  | | | | |
| **7** | **Why did the applicant leave, and are you aware of any unresolved incidents relating to the applicant’s employment?** | | | |
|  | | | | |
| **8** | **Are you aware of any concerns about student safety involving the applicant?** | | | |
|  | | | | |
| **9** | **Would you employ the applicant again? If not, why not?** | | | |
|  | | | | |
| **10** | **We are looking for someone who must be an effective teacher and a team player with a commitment to professional development. What are your comments regarding the applicant filling such a position?** | | | |
|  | | | | |
| **11.** | **Personal Qualities**  The below asks you to rank the applicant on a scale of 1 – 5 in relation to selected indicators. On the basis of your professional experience with a wide range of personnel within education please base you ranking on the following criteria:   | **Personal Qualities** | | | --- | --- | | **1. Poor 2. Average 3. Good 4. Very Good 5. Excellent** | | | Indicate in the column below your score from 1 - 4 |  | | Professional Image |  | | Sensitivity |  | | Approachability |  | | Flexibility |  | | Sense of Humour |  | | Personal Motivation |  | | Sense of integrity |  | | Enthusiasm |  | | Confidence |  | | Ability to be innovative |  | | | | |
|  | | | | |
| **12** | **Leadership Qualities and Ability to Effectively Lead a Team**  Please comment on the above. | | | |
|  | | | | |
| **13** | **Teaching and Learning**  The below asks you to rank the applicant on a scale of 1 – 5 in relation to selected indicators. On the basis of your professional experience with a wide range of personnel within education please base you ranking on the following criteria:   | **Teaching and Learning** | | | --- | --- | | **1. Poor 2. Average 3. Good 4. Very Good 5. Excellent** | | | Indicate in the column below your score from 1 - 4 |  | | **Professional Knowledge** –  Curriculum, Treaty of Waitangi, learning and assessment theory |  | | **Teaching techniques –**  Planning and preparation, teaching and learning strategies, assessment/reporting, use of technology |  | | **Classroom management –**  Student behaviour, physical environment, respect and understanding |  | | | | |

**Thank you for taking time to complete this Referee Check. Please feel free to include any other information that you think may be relevant.**