| **referee check** |
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|  |
| **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?** |
|  |
| **1** | **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 |  |

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|  |
| **12** | **How does the applicant relate to parents/whanau, cope with concerns, and manage direct approaches?** |
|  |
| **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 |  |

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