**CONFIDENTIAL REFERENCE FORM**

*(Please fill in all information.)*

Applicant’s Full Name: ` Reference’s Full Name:

Applicant’s Address: References’s Title:

Applicant’s Email Address: Reference’s Company Name:

Position Applied For: Reference’s Email:

The individual named above has applied for a position with the Middle East International School and has listed you as a reference. Please complete the following sections and return this reference form to jobs@misqatar.com as quickly as possible or by fax to 974-4431-4988. Place an “X” in the appropriate column. Please do not return this form to the applicant.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRAITS** | **SUPERIOR** | **ABOVE** **AVERAGE** | **AVERAGE** | **BELOW AVERAGE** | **NOT OBSERVED** |
| Supports the organization’s mission and beliefs. |  |  |  |  |  |
| Has high expectations of students and others. |  |  |  |  |  |
| Provides quality and engaging work to students and others. |  |  |  |  |  |
| Learns new skills quickly. |  |  |  |  |  |
| Monitors progress and modifies instruction as needed. |  |  |  |  |  |
| Exhibits leadership qualities and initiative. |  |  |  |  |  |
| Demonstrates continuous professional growth. |  |  |  |  |  |
| Embraces change as an opportunity for growth. |  |  |  |  |  |
| Communicates effectively and professionally. |  |  |  |  |  |
| Demonstrates trustworthiness and loyalty. |  |  |  |  |  |
| Effective team member. |  |  |  |  |  |
| Exhibits positive attitude, tact and self-control. |  |  |  |  |  |
| Competence in area of expertise. |  |  |  |  |  |
| Competence in classroom and organizational management. |  |  |  |  |  |
| Adheres to policies, procedures and rules. |  |  |  |  |  |
| Uses common sense in decision making. |  |  |  |  |  |
| Has sense of humor. |  |  |  |  |  |
| Accepts constructive criticism.  |  |  |  |  |  |
| Complete requests by supervisors in timely fashion. |  |  |  |  |  |
| Timeliness and punctual for school related activities, i.e. school day, meetings, events, etc. |  |  |  |  |  |
| Uses appropriate verbal communication skills. |  |  |  |  |  |
| Uses appropriate written communication skills. |  |  |  |  |  |
| Accepts responsibility for actions and not to blame others. |  |  |  |  |  |

***COMMENTS, IF ANY***

Date of employment or time you have known applicant: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***to*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month/year)

Applicant’s position or job title at time of employment:

Would you rehire this applicant? Yes: No:

Why did the applicant leave your employment?

Date of Reference: