



**Diocese of Alexandria
Catholic Schools Office**

4400 Coliseum Blvd.

Alexandria, Louisiana 71303

Phone: (318) 445-6424 • Fax: (318) 448-6121

Professional Reference Form

Name of applicant _____

Positions applied for _____

Your name/referee _____

Email address _____

Phone number _____

Relationship to applicant _____

Length of relationship _____

The applicant named above is applying for a position in a Catholic school and has given your name as a reference.
Please rate the applicant in the following areas:

	Outstanding/ Exceptional	Satisfactory	Limited	No Opportunity to observe
Practice of the Catholic Faith	_____	_____	_____	_____
Knowledge of Scripture, Tradition and Catholic Doctrine	_____	_____	_____	_____
Commitment to the mission of Catholic education	_____	_____	_____	_____
Demonstrates respect and care for children and families	_____	_____	_____	_____
Spiritual and moral maturity	_____	_____	_____	_____
Leadership abilities	_____	_____	_____	_____
Confidence	_____	_____	_____	_____
Humility	_____	_____	_____	_____
Ability to serve others	_____	_____	_____	_____
Persistence/tenacity	_____	_____	_____	_____
Holds high expectations of self and others	_____	_____	_____	_____
Evidence of thoughtful decisiveness	_____	_____	_____	_____
Ability to listen to others	_____	_____	_____	_____
Ability to inspire others	_____	_____	_____	_____
Ability to collaborate professionally	_____	_____	_____	_____

	Outstanding/ Exceptional	Good	Limited	No Opportunity to observe
Effectiveness of public speaking	_____	_____	_____	_____
Effectiveness of written communication	_____	_____	_____	_____
Responds promptly to communications	_____	_____	_____	_____
Evidence of a sense of humor	_____	_____	_____	_____
Knowledge of educational theory and practice	_____	_____	_____	_____
Ability to use data for continuous improvement	_____	_____	_____	_____
Knowledge of research and current trends in curriculum and instruction	_____	_____	_____	_____
Seeks inclusiveness and willingness to serve exceptional learners	_____	_____	_____	_____
Evidence of effective handling of administrative tasks	_____	_____	_____	_____

The Witness Statement for those who serve in Catholic education states: "All who serve in Catholic education in the school programs of the Diocese of Alexandria will witness by their public behavior, actions, and words, a life consistent with the teachings of the Catholic church."

To your knowledge, is there any reason why the candidate would not be able to abide by this Witness Statement?

What particular contribution do you think the applicant would bring to the position for which he/she has applied?

Would you employ this candidate in the position for which he/she has applied? Yes _____ No _____

Date: _____ Signed: _____

Date: _____

References will be held in confidence to the greatest extent feasible. If you have specific confidentiality concerns, please contact directly.

After completing this form, print and send by mail to the Chair of Principal Screening committee.