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Superintendent
Ext. 408

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Hinsdale School District

49 School Street
PO Box 27
Hinsdale, NH 03451-0027
Phone#: 603-336-5728 Fax #: 603-336-5731

Tom OConnor
Business Administrator
Ext. 403

Jean Snow
Accountant
Ext. 401

RECOMMENDATION BLANK

*****It is the applicant's responsibility to complete the top portion of this form then give to a reference for completion*****

I, _____ am applying for a position as a **substitute teacher** in the Hinsdale School District. I hereby release and hold harmless the providers of information about me from any liability which results from the furnishing of such information. In addition, I release such employer, person, firm, corporation, credit agency or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment within the Hinsdale School District. Please complete the necessary information below and forward to the **Human Resource Department** at the above address.

DATE

APPLICANT'S NAME – please print

I, hereby waive any right to examine this letter of recommendation. I realize that the Hinsdale School District will utilize this recommendation only in conjunction with consideration of my employment. I realize that a waiver of my right of access to this recommendation is not a condition of my employment.

I agree to the above waiver: _____
SIGNATURE OF APPLICANT DATE

I do not agree to the above waiver: _____
SIGNATURE OF APPLICANT DATE

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1. How long have you known the candidate and in what capacity?
 2. Do you feel that the candidate is competent to fill the position of substitute teacher and why?
 3. Have you any reason to question his/her character or competence?
 4. If the candidate were applying to you for a similar position, would you offer employment?

5. Kindly rate by checking the column which best evaluates the candidate:

	Excellent	Good	Above Average	Average	Below Avg.	Unable to Judge
Personal qualities						
Knowledge of Subject Matter						
Skill in Teaching						
Discipline in Classroom						
Ability to Write Effectively						
Interest in students beyond Classroom						
Ability to speak effectively						
Ability to work with others						
Commitment to professional growth						
Skill in classroom management						
Contributions to school community						

6. OVERALL ASSESSMENT – please give an overall rating of this candidate in light of the position available.

Reference's name (please print) _____ Date: _____

Signature: _____ Position: _____

Address: _____

Home Phone: _____

Work Phone: _____