



**Diocese of Oakland  
Department of Human Resources**

2121 Harrison Street Suite 100 • Oakland, Ca 94612  
(510) 893-4711 • Fax: (510) 763-8055

# Reference Form For Applicants Seeking Employment

## ► Applicant

Please fill in the following spaces and read the waiver below. Give this form and the mailing envelope provided to the person who will write the reference.

Your name \_\_\_\_\_ Position Sought \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

### Family Education Rights and Privacy Act of 1974 Waiver

In accordance with the Family Education Rights and Privacy Act of 1974, all references prepared after January 1st, 1975 are NON-CONFIDENTIAL and are available to the applicant unless the applicant has waived this right by affixing his/her signature.

**I hereby waive my right provided by the Family Education Rights and Privacy Act of 1974 to inspect this letter of reference:**

Signed: \_\_\_\_\_

## ► Reference Author

The above applicant has submitted your name as a person with knowledge of the applicant's character, personal qualities, professional abilities and qualifications. The applicant is applying for a position with the Catholic Schools of the Diocese of Oakland.

- Professional references should complete Sections A and B.
- Personal character references should complete Sections A and C.

The applicant's signature above indicates his/her waiver of the right to inspect this reference form. If the above waiver is signed, **this will be a confidential statement regarding the applicant.**

The authors of references are asked to refrain from comment regarding illegal discriminatory criteria such as the applicant's race and national origin, or political affiliations, beliefs or activities.

Name of Reference Author \_\_\_\_\_ Official Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your cooperation in completing this form. Please sign the form, complete the information on the back of this form and add any pertinent comments on an additional sheet of paper.

Please return this form to: Diocese of Oakland  
Department of Human Resources  
2121 Harrison Street Suite 100 • Oakland, Ca 94612  
(510) 893-4711 • Email: [gespinoza@oakdiocese.org](mailto:gespinoza@oakdiocese.org)

## A. TO BE COMPLETED BY ALL REFERENCES:

1. Dates you have known the applicant: **From** \_\_\_\_\_ **To** \_\_\_\_\_
2. Your relationship to the applicant during those dates: \_\_\_\_\_
3. Do you know of any reason why this applicant should not be working in a Catholic School?  Yes  No  
If you answer is "Yes," please explain: \_\_\_\_\_
4. An employee in a Catholic school accepts a position of ministry. Accordingly, we ask that you give an evaluation of the candidate by checking the appropriate box for the items listed.

	Excellent	Average	Unknown
Understanding of/familiarity with Catholic doctrine .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active participation in religious activities .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate Gospel values to others .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to support religious goals of a school .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to support the philosophy of Catholic education .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. TO BE EVALUATED BY PROFESSIONAL REFERENCES ONLY:

	Special Strength	Average	Needs Improvement	Not Observed / Not Applicable
<b>Instructional Dimension</b>				
Knowledge of subject matter/Academic preparation .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assess and plan for student needs .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate with students .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to organize and maintain a positive environment .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to design and accomplish objectives .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Dimension</b>				
Establishment/maintenance of positive peer relationships .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support for administration/local rules and regulations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate positively and professionally to parents .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to contribute to the full school program (out-of-school activities/duties) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Dimension:</b>				
Attendance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages stress/emotional maturity .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates enthusiasm/dedication .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks professional growth opportunities .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If the applicant was in your employment, please answer the following:**

- What was the applicant's position? \_\_\_\_\_
- Why did the applicant leave your employment? \_\_\_\_\_
- Would you rehire the applicant? (Check one)  Yes, for same position  Yes, for another position  No  
If your answer is "No", please explain on an additional sheet of paper.

## C. TO BE EVALUATED BY CHARACTER REFERENCES ONLY:

	Outstanding	Above Average	Average	Below Average	Not Observed
<b>General Characteristics</b>					
Ability to express self .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral Character .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall suitability for teaching or working in a school .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical Judgement .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of social responsibility .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any additional comments or information you would like to provide about this candidate may be included on a separate piece of paper and attached to this application.