

DEPT. OF CATHOLIC SCHOOLS
DIOCESE OF TUCSON
PO BOX 31 – 111 S. CHURCH
TUCSON, AZ 85702
(520) 838-2547



REFERENCE REQUEST

Applicant, please send this request with the appropriate information to your references.

Applicant's Name: _____ (Please print clearly)

Position applying for: _____

Signed: _____ Date: _____

Dear _____

I have applied for a teaching position in the Diocese of Tucson Catholic Schools. Would you give your candid appraisal of my qualifications for this important position? Your reply will be kept confidential. I am grateful to you for your cooperation. Kindly return the completed reference in the enclosed envelope to:

Catholic Schools Office
Personnel
Diocese of Tucson
PO Box 31
Tucson, AZ 85702

1. In what capacity have you known the applicant?
2. For how long? From _____ to: _____
3. What evidence or example can you give of this applicant's:
 - a) COMMITMENT TO CATHOLIC EDUCATION:
 - b) CATHOLIC LIFESTYLE:
 - c) CATHOLIC ROLE MODEL FOR CHILDREN:

- (d) PERSONAL RESPONSIBILITY: (punctuality, attendance, going "above and beyond the call of duty", etc.)
- (e) LEADERSHIP QUALITIES: (ability to work with and through others to meet or exceed a goal, complete a project, etc.)
- (f) INTERPERSONAL RELATIONSHIPS: (ability to work with and through others, deal with conflict and uncertainty, make others "look good")
- (g) GIVE 3 (THREE) STRENGTHS OF APPLICANT:
- (h) AREAS OF GROWTH:
- (i) OVERALL RECOMMENDATION:
- (j) OTHER COMMENTS; (attach additional pages if needed.)

IN SUMMARY: (Please check the appropriate.)

I recommend this candidate _____ with enthusiasm _____ with reservations.

_____ I do not recommend this candidate.

If you had a position available, would you hire this applicant? _____

Why/Why not? _____

Signature: _____ Date _____

Print or Type: Name _____ Position: _____

Address: _____ City _____ State _____ Zip _____

Day Phone # (____) _____ Evening Phone # (____) _____