

# Instructions

## References/Teacher Assessments/Evaluations Information (Instructional Applicants)

To better assist you in the process of completing your employment application, please refer to the definition of the necessary documents needed to complete your portfolio:

If you have teaching experience: You are required to provide Final (end of the year) Teaching Assessments/Performance evaluations from your two most recent years of teaching. **DO NOT** submit observations as these are not acceptable as an assessment/performance review.

If you only have work experience (NON-Teaching): You must submit

### **TWO references (see FLVS reference form) or current performance reviews/ evaluations.**

- References must be completed on the Florida Virtual School (FLVS) reference form **OR** you may submit copies of your current performance reviews/evaluations. A letter of reference is acceptable **ONLY** if it is submitted on the employer's letterhead and must be signed and dated by your supervisor.

. **Reference One**: Needs to be from your **Current/Most Recent** employer: Must be completed by your supervisor/manager as indicated on the employment history section of your application.

. **Reference Two**: Needs to be from the employer prior to the one submitted as your current employer: Must be completed by your supervisor/manager as indicated on your employment history section of your application.

**PERSONAL** references **DO NOT** meet the requirements for application approval. Please do not submit. You must submit only the documents as noted above based on your work experience.

## Florida Virtual School Employment Reference - INSTRUCTIONAL

Name of Applicant _____ Social Security Number _____ I authorize you to provide the Florida Virtual School with information regarding my suitability for employment _____ Signature of Applicant _____ Position Applying for _____	Name of Evaluator _____ Phone Number _____ Title _____ School/Business _____ Signature of Evaluator _____
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### TO BE COMPLETED BY THE EVALUATOR

The person named above has applied for a position in the Florida Virtual School and listed you as a reference. Please complete the sections below and return this reference form to the address listed below as quickly as possible.

Check one of the following: \_\_\_\_\_ CURRENT/FORMER EMPLOYER \_\_\_\_\_ PERSONAL

PROFESSIONAL/PERSONAL QUALITIES	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Quality of Work / Work Habits					
Ability to Work with Others					
Ability to Learn					
Dependability / Attendance					
Attitude					
Judgement / Common Sense					
Initiative					
Appropriate Professional Appearance					
TEACHER DIMENSIONS	EXCELLENT	GOOD	FAIR	POOR	UNKNOWN
Planning					
Management of Student Conduct					
Instructional Organization and Development					
Presentation of Matter					
Verbal and Nonverbal Communication					
Testing					

### PLEASE PROVIDE REQUESTED INFORMATION BELOW:

- 1 I have known the applicant: as an employee \_\_\_\_\_ personally \_\_\_\_\_ as a relative
- 2 Dates of employment and/or time you have known applicant: to and/or number of years
- 3 What was the applicant's position in your school or business?
- 4 Did you supervise this applicant? YES \_\_\_\_\_ NO \_\_\_\_\_
- 5 If applicant left your organization, why?
- 6 Were any disciplinary actions initiated with the applicant?
- 7 If a vacancy existed in your school or business for which the applicant was qualified, would you recommend him or her for employment? YES NO

**Additional Comments:** (Use additional paper if necessary)

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

This form will be shown to applicant or to other members of the public only upon specific request, in compliance with Florida Statute 119, Public Records Law.

You may FAX this Reference Form to (407) 513-3482 or return it in your  
 company/school letterhead envelope  
 to: **Florida Virtual School - Human Resources Department**  
 2145 Metrocenter, Suite 200 Orlando, FL 32835  
 Telephone: (407) 513- FLVS