

CERTIFICATED PERSONNEL ONLY

Attached you will find a letter of reference. Please have the three references you listed on your Online Job-Application complete this form and return to the Trussville City Board of Education.

NOTICE OF NON-DISCRIMINATION

“No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of race, color, disability, sex, religion, creed, national origin or age.”
If you have any questions, please contact: Director of Student Services

FOR OFFICE USE ONLY:

Date References Received	_____	_____	_____
Date Interviewed	_____	_____	
Date Employed	_____		
Assignment	_____		

**TRUSSVILLE CITY BOARD OF EDUCATION
(Certificated Personnel ONLY)**

TO: _____

STREET CITY STATE ZIP

I have submitted an application for a position in the Trussville City School System in Trussville, AL.
I would appreciate it if you would check the following items in the appropriate column and mail it in the enclosed stamped envelope to: Personnel Office, Trussville City Board of Education, 113 North Chalkville Road, Trussville, AL 35173.

LAST NAME FIRST NAME MIDDLE OR MAIDEN NAME

SIGNATURE OF APPLICANT FIELD/POSITION DATE

Unknown Superior Above Average Average Below Average Unacceptable

Personal Qualities						
Speech and voice quality						
Poise and self confidence						
Initiative and enthusiasm						
Acceptance of criticism						
Relationships with Others						
Rapport with students						
Rapport with colleagues						
Ability to work effectively with parents						
Effectiveness in group work						
Professional Competencies						
Competency in academic field						
Classroom management						
Planning and organizing for instruction						
Use of materials and techniques						
Understanding of children and learning						
Competency in use of technology						
Professional Responsibilities						
Adherence to school policies						
Support of total school program						
Use and care of equipment and school facilities						
Accuracy and punctuality of reports and records						
Willingness to learn and grow professionally						

PLEASE WRITE A BRIEF STATEMENT IN EACH AREA RELATIVE TO THE POSITION FOR WHICH THE APPLICANT IS APPLYING.

STRENGTHS: _____

WEAKNESSES: _____

Is applicant prompt and regular in attendance? Yes _____ No _____

Does applicant accept extra duties willingly? Yes _____ No _____

Has applicant performed in leadership roles under your supervision? Yes _____ No _____

If yes, please describe. _____

Would you employ or re-employ applicant? Yes _____ No _____

If yes, in what position? _____

What time period would this evaluation cover? _____

What was your relationship to the applicant? _____

Date _____

Signature _____

Position _____

Organization _____

Phone _____