



Comunidad Educativa Evangélica
Siguatepeque, Honduras
Central America
www.ceehonduras.org

Professional Reference Form

Dear Friend,

The following person has applied for a teaching position at Comunidad Educativa Evangélica (CEE) in Honduras. In order to evaluate this individual's qualifications and suitability for the position, we request your honest and thoughtful responses to the questions below.

When you have completed the form, please forward it as an attachment to Zeida Barahona, English Program Assistant, at teach@ceehonduras.org for our consideration. Please feel free to contact us if you have any questions.

We appreciate your time and we will keep any shared information confidential.

In Christ,

English Program Team
Comunidad Educativa Evangélica
Siguatepeque, Honduras
www.ceehonduras.org

PERSONAL INFORMATION			
NAME OF APPLICANT (FIRST AND LAST):			
YOUR NAME (FIRST AND LAST)	YOUR EMAIL ADDRESS	YOUR PHONE NUMBER	
YOUR ADDRESS			
STREET	CITY	PROVINCE/STATE	POSTAL/ZIP CODE
YOUR POSITION OR RELATIONSHIP TO THE APPLICANT			
HOW LONG HAVE YOU KNOWN THE APPLICANT?			

Instructions: In the following chart, please check the statement which best describes the candidate in each of the following areas. If you are unable to comment on a category, please indicate by checking the N/A box.

CRITERIA	LEVEL OF FUNCTIONING			
TEACHING ABILITY	N/A	GENERALLY PUPILS LEARN EASILY IN HIS/HER CLASSES	PUPILS SOMETIMES HAVE DIFFICULTY IN HIS/HER CLASSES	NEEDS SUPPORT AND FURTHER TRAINING
WORK AS A TUTOR/CLASS TEACHER	N/A	CARING, WELL-INFORMED AND EFFECTIVE	CARRIES OUT AGREED TASKS RELIABLY	NEEDS SUPPORT AND FURTHER TRAINING
CLASSROOM MANAGEMENT	N/A	CONTROLS PUPILS WELL AND POSITIVELY	HAS OCCASIONAL DIFFICULTY	NEEDS SUPPORT AND FURTHER GUIDANCE
ATTENDANCE RECORD	N/A	RARELY ABSENT	GOOD ATTENDANCE	HAS HAD PROBLEMS
PUNCTUALITY AT SCHOOL/LESSONS	N/A	ALWAYS ON TIME	USUALLY ON TIME	HAS NEEDED PROMPTING ON OCCASIONS
LEARNING ENVIRONMENT	N/A	MAKES EXTENSIVE USE OF FACILITIES, KEEPS AREAS TIDY AND ATTRACTIVE	MAKES ADEQUATE USE OF FACILITIES, KEEPS AREAS TIDY	HAS NEEDED SUPPORT
PROFESSIONAL DEVELOPMENT	N/A	KEEN TO PROMOTE PROFESSIONAL DEVELOPMENT	HAS MADE SOME EFFORT TO DEVELOP PROFESSIONALLY	SHOWS LITTLE INTEREST
EXTRA-CURRICULAR	N/A	GIVES HIS/HER TIME GENEROUSLY	SOMETIMES ASSISTS OUTSIDE SCHOOL HOURS	RARELY ASSISTS OUTSIDE SCHOOL HOURS
RELATIONSHIPS WITH PUPILS	N/A	PUPILS RESPOND POSITIVELY	PUPILS ARE USUALLY WELL-MOTIVATED	NEEDS SUPPORT/FURTHER TRAINING
RELATIONSHIPS WITH COLLEAGUES	N/A	RESPECTED AND LIKED BY ALL	RESPECTED AND LIKED WITHIN HIS/HER OWN CIRCLE	SOMEWHAT ISOLATED AMONGST COLLEAGUES
ENTHUSIASM, DRIVE, ENERGY	N/A	WORKS VERY HARD AND WITH GREAT INTEREST	WORKS WELL	NEEDS REGULAR SUPPORT AND ENCOURAGEMENT
ORGANIZATION	N/A	FIRST-CLASS ORGANIZER, ATTENDS TO FINE DETAIL	SOUND ORGANIZER, HAS A GOOD IDEA OF AIMS AND OBJECTIVES	NEEDS SUPPORT AND FURTHER TRAINING
ACCEPTANCE OF ADVICE	N/A	ALWAYS WELCOMES AND MAKES GOOD USE OF ADVICE	USUALLY MAKES GOOD USE OF ADVICE	DOES NOT ALWAYS ACT ON ADVICE
CO-OPERATION	N/A	ALWAYS WORKS WELL WITH OTHERS	WORKS WELL IN A TEAM	PREFERS TO WORK INDEPENDENTLY
INITIATIVE/RELIABILITY	N/A	CAN BE RELIED ON TO EXECUTE DUTIES AND TO "FILL ANY GAPS"	CARRIES OUT AGREED TASKS	NEEDS REGULAR SUPPORT AND ENCOURAGEMENT
FLEXIBILITY	N/A	EASILY AND CREATIVELY RESPONDS TO CHANGE	APPROPRIATELY RESPONDS TO CHANGE	DIFFICULTY RESPONDING TO CHANGE

RESPONSIBILITY	N/A	ALWAYS EAGER TO ACCEPT RESPONSIBILITY RELATED TO HIS/HER ABILITIES	ACCEPTS RESPONSIBILITY BUT DOES NOT ALWAYS REALISE IMPLICATIONS	DOES NOT USUALLY ENJOY TAKING RESPONSIBILITY
LEADERSHIP	N/A	HIGHLY SKILLED AND EFFECTIVE	HAS POTENTIAL AND SOME SKILLS	HAS NOT DEMONSTRATED MUCH SKILL/POTENTIAL
IF YOU HAD A TEACHING VACANCY IN YOUR SCHOOL WOULD YOU EMPLOY THE CANDIDATE?		YES	MAYBE	No

PLEASE ANSWER THE FOLLOWING QUESTIONS AND PROVIDE AN EXPLANATION WHEN APPLICABLE.
DO YOU FEEL THEY WILL BE SUCCESSFUL IN A CROSS-CULTURAL SETTING?
WHAT DO YOU CONSIDER TO BE THEIR GREATEST STRENGTH?
WHAT DO YOU CONSIDER TO BE THEIR GREATEST WEAKNESS?
DO YOU KNOW OF ANY CIRCUMSTANCES WHEN THE APPLICANT DID NOT FOLLOW THROUGH ON A COMMITMENT?
HAVE YOU EVER BEEN LED TO QUESTION THE APPLICANT'S MORALS?
DO THEY GENERALLY DEMONSTRATE A POSITIVE OR NEGATIVE ATTITUDE?
DO YOU FEEL THEY CAN READILY ADAPT TO DIFFERENT CIRCUMSTANCES?

PLEASE PROVIDE ANY ADDITIONAL COMMENTS YOU THINK WOULD BE USEFUL IN OUR CONSIDERATION OF THIS APPLICANT FOR A TEACHING POSITION.