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KINDERGARTEN TEACHER/HEAD TEACHER APPLICANT'S REFEREE'S REPORT

Please use a black pen or word processor as this form will be photocopied.

When forwarding the form to the referee please include a copy of the **Job Specification**, relevant to the position, and a stamped envelope addressed to:

The Manager – Human Resources
Canterbury Westland Kindergarten Association Inc.
PO Box 8089
Riccarton 8440
CHRISTCHURCH

This section is to be completed by the applicant

Vacancy number

Position

Kindergarten

Closing date for this position

Referees details

Full name

Address

Phone number (work)

Phone number (home)

To the referee

Your name has been given by _____, who is an applicant for the above position, as a person able to comment on the applicant's qualities as a teacher. The information you supply will be used solely as evaluative material to assist in determining the applicant's suitability in relation to other applicants and will be confidential to those persons directly involved in the appointments process.

This report will not be disclosed to the applicant unless your prior consent has been given, in writing.

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The remainder of this form is to be completed by the referee

Please state your current position, how long you have known the applicant and in what capacity:

Professional practice

Please list what you have observed to be this person's five most notable teaching strengths (1 being your assessment of the most notable teaching strength)

1.

2.

3.

4.

5.

What are the two most notable qualities this person demonstrates when interacting with children?

1.

2.

This person could develop further by:

Some of the innovative things that I have seen this person do are:

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Professional relationships

In a teaching team this person is often:

Describe this person's style of communicating with:

Colleagues

Parents and the community

In a difference of opinion or conflict situation, I would expect this person to:

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Personal qualities

Please use five single words to describe the applicant:

1.

2.

3.

4.

5.

Name the things that you believe bring out the best in this person:

The following is a list of qualities generally considered important in a teacher. From your observations of the applicant, tick one item in each row which you believe best describes this person. (Note: This is not a continuum.)

☐ Very energetic	☐ Energetic	☐ About normal energy levels
☐ Very decisive	☐ Quite decisive	☐ Cautious when making decisions
☐ Very outgoing	☐ Outgoing	☐ A quieter type of person
☐ Speaks her/his mind	☐ Fairly careful about what they say	☐ Sometimes keeps things to themselves
☐ Always the extrovert in the team	☐ Not noticeably extroverted or introverted	☐ Some may describe as a little reserved
☐ An outrageous sense of humour	☐ A fun type of person	☐ More serious type of person
☐ Consistently unflappable	☐ Carefully controls her/his emotions	☐ Shows lots of emotion
☐ Very detail conscious	☐ Reasonably detail conscious	☐ More interested in the big picture than details
☐ Encourages and promotes change	☐ Accepts change	☐ Fairly cautious about change
☐ Extremely well organised	☐ Plans things fairly carefully	☐ Likely to take things as they come
☐ A strong experienced leader	☐ Takes charge when required	☐ Prefers to follow the lead of others
☐ Always presenting new ideas	☐ Presents some new ideas	☐ Seems to prefer the status quo
☐ Very confident and articulate with parents	☐ Relates well to most parents	☐ Sometimes a little reserved around parents
☐ Very strong administrations skills	☐ Able to delegate administration tasks	☐ Helps out in all administration roles
☐ Extremely sensitive to what others are feeling	☐ Quite tactful and aware of the needs of others	☐ Makes the occasional insensitive comment

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Personal qualities (continued)

Using the job specification provided and your own knowledge of the position for which the applicant is applying, please state the suitability of the applicant for it (in relation to other staff, the kindergarten, community or other aspects):

Please comment on any personal attributes of the applicant which you consider relevant:

Future use

Please indicate whether or not you agree to this reference being held on file for a maximum of 12 months in order that it can be used with future applications to this Association for vacancies of a similar nature.

☐ Yes ☐ No

Declaration

I certify that to the best of my knowledge, the information contained in this referee's report is a factual representation of the applicant and her/his abilities.

Signature **Date**