

Colonial Heights City Public Schools

512 Boulevard • Colonial Heights • Colonial Heights, Virginia 23834 • (804) 524-3400

I have applied for a position in the Colonial Heights City Public School System and would appreciate any information you may offer in regard to the items below. Please complete this form and return to the Personnel Department at the above address. If forwarded directly to the CHPS Personnel Department I understand that this information will not be provided to me. Thank you for your response to this request.

Name of Applicant (Type or Print) _____ **Date** _____

Signature of Applicant _____ **Position Applying For:** _____

All applicants may be evaluated on the checklist below. The reverse side may be used for those applicants who have not taught and as an elaboration of the checklist. Clerical and paraprofessional personnel may also be evaluated on the reverse side. Thank you for your cooperation.

Please check () each of the items below.

	Superior	Above Average	Satisfactory	Less Than Satisfactory	Unknown
Attendance					
Attitude/Enthusiasm					
Judgment					
Punctuality					
Character					
Knowledge of Work					
Quality of Work					
Communication Skills					
Response to Supervision					
Human Relation Skills					

IF APPLICABLE:

	Superior	Above Average	Satisfactory	Less Than Satisfactory	Unknown
Classroom Management					
Instructional Effectiveness					
Model for Students					
Evaluation of Student Progress					
Rapport with Students					
Preparation and Organization of Learning Activities					
Parent/Community Relations					

Is person under contract? Yes [] No []

Would you reemploy? Yes [] No []

Indicate exact dates of service _____ Grades or subjects taught _____

Reference Information: (please write legibly)

Signed _____ Printed Name: _____ Date _____

Organization _____ Title _____

Address _____

Relationship to Applicant _____

An Equal Opportunity Employer

APPLICANT'S NAME: _____ POSITION: _____

Signature of Reference: _____

Title _____ Date _____