

German American Society
7901 SE Division St.
Portland, OR 97206



503 .775 .1585
www.gssop.com

REFERENCE FORM

Please return promptly. Application will not be processed until we have received this reference form.

(Applicant's Name) _____ is an applicant for the position of German teacher at the German Saturday School of Portland.

We appreciate your frank appraisal of this candidate as a potential staff member who must work daily with and live with young people. Please comment freely and include any pertinent information that might help us in our evaluation. We appreciate a prompt reply. Thank you.

1. How long have you known the applicant? _____ In what capacity? _____
2. Is the applicant related to you? _____ Have you employed this applicant? _____ How long _____
3. In what capacity? _____

Do you recommend hiring this person to work with children ages 5-16? ____ Yes ____ No

Please rate the applicant on the factors below by placing an X in the appropriate column.

Factors	Always	Usually	Sometimes	Rarely	Never	N/A
Displays positive attitude						
Demonstrates desire to learn						
Shows ability to accept supervision						
Exhibits honesty and dependability						
Understands young people						
Works well with others						
Shows concern and respect for others						
Demonstrates sound decision making						
Adapts well to new situations						
Displays enthusiasm for the language and its culture						
Responds well to criticism						
Shows leadership in areas of competence						
Takes initiative to promote new ideas						

Rate candidate's proficiency in the target language. If you know the candidate's language proficiency, please rate below. If candidate is a non-native speaker of English, rate English proficiency.

____ Foreign language: (indicate) _____
____ English

Native language: ____ Yes ____ No

- ____ Very fluent, speaks almost like a native
- ____ Good skills, can communicate ideas effectively
- ____ Communication somewhat labored but can get idea across
- ____ Needs help in expressing basic ideas
- ____ I do not have first-hand knowledge of this person's skills in this language

Recommendation for Employment
German Saturday School of Portland
A German immersion language and cultural program

Please indicate whether this recommendation is for an employee or personal recommendation.

Employment Personal Recommendation

Name: _____

Length of Employment: _____

I have known the applicant for _____

Quality of Work (i.e., helpful, courteous, ability to work with children, ability to solve problems, stays calm under pressure)

Your Name: _____

Firm or Company if applicable _____

E-mail: _____

Address: _____

Phone Number Where You can be reached: _____

All information will be kept confidential. Please mail the completed application to:

German Saturday School of Portland
Attention: Susan Schlesinger, Director
7901 SE Division St.
Portland, OR 97206

www.gssop.com
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schlesinger.susan@comcast.net