

Confidential Referral Form for Administrative Internship

Applicant Instructions:

1. Provide one form to current supervising principal.
2. Provide one form to person of your choice.
3. Along with the form, provide a stamped envelope addressed to:
North Kitsap School District
Human Resources - Administrative Internship
c/o Therese Caldwell
18360 Caldart Ave NE
Poulsbo, WA 98370

4. Read this statement and sign below:

I authorize any current or former employer, person, firm, corporations, educational or vocational institution or government agency to provide any information regarding my employment/association to the North Kitsap School District. I hereby release and discharge those who provide information and the designated school district from any and all liability as a result of furnishing and receiving this information. I agree that references and personal information which become a part of this application will be regarded as confidential and shall not be revealed or disclosed to me.

_____ Date _____
Required Applicant Signature

Printed Applicant Name

Evaluator Instructions:

The above-named applicant has applied for an administrative intern position with the North Kitsap School District. Please evaluate this individual in terms of your knowledge of her/him either as an employee or through other professional contacts.

PLEASE PRINT

Name of Evaluator: _____

Evaluator Title: _____ Name of Organization: _____

How long have you known/worked with the candidate? _____

Telephone: _____ Email Address: _____

**Please fill out all pages of this form and return by
January 11, 2019 (before 4:30 p.m.)**

*Please share your observations and/or rank the candidate in these areas
(using Excellent; Very Good; Good; Fair; Poor), noting N/A for any that you have not observed.*

Leadership Skills:

Demonstrated leadership skills; contributions to/impact on building environment; contributions to conduct of school duties:

Administration/Management:

Organizational skills; Written and oral communication skills; Positive, cooperative attitude:

Community Relations:

Encouraging parent/student involvement; Working with local businesses/community:

Multicultural:

How does the candidate accept cultural and ethnic differences in students and adults?

Professional Preparation and Scholarship:

Examples of efforts toward professional improvement/development; Willingness to change/continually improve; Solicits feedback:

Professional/Appropriate Behavior:

Manner/appearance/poise appropriate for educational environment; Role model for students/other staff:

Other comments:

Overall rating of this candidate (check one): ___ Excellent ___ Very Good ___ Good ___ Fair ___ Poor

Date: _____ Evaluator Signature: _____