

Verification of Educational Employment

Applicant:

Please make additional copies as needed and forward this form to all previous school employers. Please include stamped envelopes to Hawaii Catholic Schools. You are to complete the top box of this form. Previous employers shall complete the lower box.

Last Name	First Name	Middle Initial	Social Security Number
A.K.A. (If Applicable)			Telephone Number
School(s) and/or District			Date of Employment From: (Mo./Yr.) To: (Mo./Yr.)

Previous Employer:

Please verify the employment of the former employee listed above.

School/City/State	Full Time	Part Time	Dates of Service From To (Mo/Yr) (Mo/Yr)	Position Grade & Subject	Reason for Leaving

Authorized Signature

Title

Date

Thank you for your cooperation. Please return this form to:

**Hawaii Catholic Schools Office
6301 Pali Highway
Kaneohe, Oahu, Hawaii 96744**

Reference

Directions:

Applicant, please forward 3 references, of which 2 must be completed by your most recent employers/supervisors, and include stamped envelopes addressed to Hawaii Catholic Schools Office

Please complete the top box of this form. The author of reference shall complete the lower box and the reverse side of the sheet.

<hr/> <p>Name of Applicant</p>	<hr/> <p>Position Sought</p>
<hr/> <p>Address of Applicant</p>	<hr/> <p>()</p> <hr/> <p>Telephone Number of Applicant</p>
<p>I understand that the Hawaii Catholic Schools Office accepts references in confidence only. I am aware that by personally requesting the completion of this form, I am waiving my right to inspect its contents.</p>	
<hr/> <p style="text-align: right;">Signature of Applicant</p>	

Author of Reference:

Your name has been submitted as a former employer/supervisor who is familiar with the qualifications of the applicant named above, who is seeking a position with a school in the Diocese of Honolulu. Please provide the information sought and complete the evaluation form on the reverse side of this form.

<hr/> <p>Name of Author of Reference</p>	<hr/> <p>Official Position/Institution</p>
<hr/> <p>Address of Author of Reference</p>	<hr/> <p>()</p> <hr/> <p>Telephone Number</p>
<p>In what capacity do you know this applicant? _____</p>	
<p>During what period of time have you known this applicant? _____</p>	
<p>Additional Comments: _____</p>	

Administrative Competencies

Please use the appropriate code. Comments are encouraged.

Code: No Mark = No basis for judgment
+ = Adequate competency/performance

Areas of Accountability	Code	Comments
Demonstrated spiritual leadership and commitment to Catholic Education.		
Was supportive of the philosophy and policies of the school system and the local school.		
Practiced collegial leadership in school governance; worked well with the pastor and the school board.		
Demonstrated the ability to facilitate change, particularly as Curriculum and Instructional Leader.		
Maintained an organized and well-managed school that provided an effective teaching-learning climate.		
Assumed responsibility for collaborative supervision and empowerment of Faculty-Staff.		
Provided for staff development; modeled and encouraged professional growth.		
Encouraged parental involvement by practicing shared decision-making and participative leadership.		
Assumed direct responsibility for, or effectively delegated the tasks of planning, recruitment, public relations and marketing of the School.		

Signature of Author of Reference

Date

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 Kaneohe, Oahu, Hawaii 96744*