

INTERLOCHEN CENTER FOR THE ARTS
FACULTY APPLICANT REFERENCE
Interlochen Center for the Arts is an Equal Opportunity Employer

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant's Name (Last, First, Middle) Position being applied for

I, the above applicant, have made application for the above position. I hereby authorize, to release the information requested below and to comment on my work, school and performance record. I agree to hold the above named individual harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

Applicant's signature Date

Section II: TO BE COMPLETED BY THE REFERENCE

The above named applicant has provided you with this reference form so that we might gain an accurate understanding of this individual's skills and qualifications for the job he/she has applied for. Because of geographic distance, numbers of applicants and time constraints we are unable to conduct a personal interview with the applicant. Therefore, we rely heavily on your reference to properly consider an individual for employment in an environment which serves and guides youth enrolled in our Arts programs.

Please complete this reference form indicating your assessment of the applicant to the best of your personal judgement. Please feel free to add additional comments or copies of supporting materials that might provide further insight related to the applicant.

1. Would you employ the applicant for the position mentioned above? Yes No

2. How long have you known this applicant? From Until

3. In what capacity have you known this applicant? Co-worker Employee Other:

- If you knew the applicant as an employee, please list the following:
Company Name: Applicant's Title:
Position held: Employment dates: From To

4. Using the following definitions, please complete the following by placing a check on the line which best describes the applicant:

- POOR Inconsistent performance.
FAIR Meets expectations.
GOOD Exceeds many expectations.
EXCELLENT Consistently exceeds expectations.

COMPLETE FOR ALL APPLICANTS

Table with 4 columns: POOR, FAIR, GOOD, EXCELLENT and 6 rows of applicant attributes for rating.

Please comment as objectively and specifically as possible on the applicant's abilities and characteristics in the following areas:

- Written and verbal communications: _____

- Leadership/Role model: _____

- Collegiality: _____

- Problem-solving/Responsibility: _____

- Adaptability to new situations : _____

- Ability to work appropriately with this age group: _____

Please describe your knowledge of the applicant's teaching experience: _____

Do you think this applicant would work well with the talented children that Interlochen services? Yes No
Why? _____

Your name: _____ Title: _____
Address: _____ Telephone: _____
City/State/Zip: _____
E-mail address: _____
Reference Signature: _____ Date: _____

We truly appreciate your time and consideration in this matter. Please return the completed reference form to Interlochen or the applicant at your earliest convenience. **Interlochen Only Accepts the Original Reference Form with Original Signatures from the Applicant and the Reference- No Faxed or Scanned Copies.** Thank you. 11/08

INTERLOCHEN CENTER FOR THE ARTS
FACULTY APPLICANT REFERENCE
Interlochen Center for the Arts is an Equal Opportunity Employer

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant's Name (Last, First, Middle) Position being applied for

I, the above applicant, have made application for the above position. I hereby authorize, to release the information requested below and to comment on my work, school and performance record. I agree to hold the above named individual harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

Applicant's signature Date

Section II: TO BE COMPLETED BY THE REFERENCE

The above named applicant has provided you with this reference form so that we might gain an accurate understanding of this individual's skills and qualifications for the job he/she has applied for. Because of geographic distance, numbers of applicants and time constraints we are unable to conduct a personal interview with the applicant. Therefore, we rely heavily on your reference to properly consider an individual for employment in an environment which serves and guides youth enrolled in our Arts programs.

Please complete this reference form indicating your assessment of the applicant to the best of your personal judgment. Please feel free to add additional comments or copies of supporting materials that might provide further insight related to the applicant.

1. Would you employ the applicant for the position mentioned above? Yes No

2. How long have you known this applicant? From Until

3. In what capacity have you known this applicant? Co-worker Employee Other:

- If you knew the applicant as an employee, please list the following:
Company Name: Applicant's Title:
Position held: Employment dates: From To

5. Using the following definitions, please complete the following by placing a check on the line which best describes the applicant:

- POOR Inconsistent performance.
FAIR Meets expectations.
GOOD Exceeds many expectations.
EXCELLENT Consistently exceeds expectations.

COMPLETE FOR ALL APPLICANTS

Table with 4 columns: POOR, FAIR, GOOD, EXCELLENT and 6 rows of criteria for evaluation.

Please comment as objectively and specifically as possible on the applicant's abilities and characteristics in the following areas:

- Written and verbal communications: _____

- Leadership/Role model: _____

- Collegiality: _____

- Problem-solving/Responsibility: _____

- Adaptability to new situations : _____

- Ability to work appropriately with this age group: _____

Please describe your knowledge of the applicant's teaching experience: _____

Do you think this applicant would work well with the talented children that Interlochen services? Yes No
Why? _____

Your name: _____ Title: _____
Address: _____ Telephone: _____
City/State/Zip: _____
E-mail address: _____
Reference Signature: _____ Date: _____

We truly appreciate your time and consideration in this matter. Please return the completed reference form to Interlochen or the applicant at your earliest convenience. **Interlochen Only Accepts the Original Reference Form with Original Signatures from the Applicant and the Reference- No Faxed or Scanned Copies.** Thank you. 11/08

INTERLOCHEN CENTER FOR THE ARTS
FACULTY APPLICANT REFERENCE
Interlochen Center for the Arts is an Equal Opportunity Employer

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant's Name (Last, First, Middle) Position being applied for

I, the above applicant, have made application for the above position. I hereby authorize, to release the information requested below and to comment on my work, school and performance record. I agree to hold the above named individual harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

Applicant's signature Date

Section II: TO BE COMPLETED BY THE REFERENCE

The above named applicant has provided you with this reference form so that we might gain an accurate understanding of this individual's skills and qualifications for the job he/she has applied for. Because of geographic distance, numbers of applicants and time constraints we are unable to conduct a personal interview with the applicant. Therefore, we rely heavily on your reference to properly consider an individual for employment in an environment which serves and guides youth enrolled in our Arts programs.

Please complete this reference form indicating your assessment of the applicant to the best of your personal judgment. Please feel free to add additional comments or copies of supporting materials that might provide further insight related to the applicant.

1. Would you employ the applicant for the position mentioned above? Yes No

2. How long have you known this applicant? From Until

3. In what capacity have you known this applicant? Co-worker Employee Other:

- If you knew the applicant as an employee, please list the following:
Company Name: Applicant's Title:
Position held: Employment dates: From To

6. Using the following definitions, please complete the following by placing a check on the line which best describes the applicant:

- POOR Inconsistent performance.
FAIR Meets expectations.
GOOD Exceeds many expectations.
EXCELLENT Consistently exceeds expectations.

COMPLETE FOR ALL APPLICANTS

Table with 4 columns: POOR, FAIR, GOOD, EXCELLENT and 6 rows of performance criteria with checkboxes.

Please comment as objectively and specifically as possible on the applicant's abilities and characteristics in the following areas:

- Written and verbal communications: _____

- Leadership/Role model: _____

- Collegiality: _____

- Problem-solving/Responsibility: _____

- Adaptability to new situations : _____

- Ability to work appropriately with this age group: _____

Please describe your knowledge of the applicant's teaching experience: _____

Do you think this applicant would work well with the talented children that Interlochen services? Yes No
Why? _____

Your name: _____ Title: _____
Address: _____ Telephone: _____
City/State/Zip: _____
E-mail address: _____
Reference Signature: _____ Date: _____

We truly appreciate your time and consideration in this matter. Please return the completed reference form to Interlochen or the applicant at your earliest convenience. **Interlochen Only Accepts the Original Reference Form with Original Signatures from the Applicant and the Reference- No Faxed or Scanned Copies.** Thank you. 11/08
