



Confidential Referral Form for Administrative Internship

Applicant Instructions:

1. Provide one form to current supervising principal.
2. Provide one form to a professional colleague of your choice.
3. Along with the form, provide a stamped envelope addressed to:

Bainbridge Island School District
Human Resources - Administrative Internship
c/o Erin Murphy
8489 Madison Ave NE
Bainbridge Island, WA 98110

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 Bainbridge Island 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 Bainbridge Island School District. Please evaluate this individual in terms of your knowledge of her/him either as an employee or through other professional contacts.

Name of Evaluator: _____

Evaluator Title: _____ Name of Organization: _____

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

Telephone: _____ Email Address: _____

Please fill out both sides of this form.

*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 new initiatives in the school/district; Use of data to drive decisions; Problem-solving:

Administration/Management: Organizational skills; Written and oral communication skills; Positive, Cooperative attitude:

Professional Relationships: Encouraging parent/student involvement; Working with local businesses/community; Collegial relationships:

Focus on Diversity and Equitable Practices: How does the candidate embrace diversity and have they led changes focused on reducing barriers to increase access; Ensuring equitable learning opportunities:

Instructional Leadership: Examples of efforts toward professional improvement; Support of colleagues in developing effective practices; Willingness to change/continually improve; Solicits feedback:

Professional/Appropriate Behavior: Manner/appearance/poise appropriate for educational environment; Ability to establish and develop a positive culture; Role model for students/other staff:

Other comments:

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

Date: _____ Evaluator Signature: _____