



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:

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 them 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 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: _____