



Catholic Independent Schools of Vancouver Archdiocese

Teacher Applicant Reference Page 1

Teacher Applicant, please complete this section.

Legal Full Name: _____
(First) (Last)

Previous Names (if applicable): _____

Date of Birth: (yyyy / mm / dd) _____

I hereby consent the following referee: _____ to provide
(Please print referee's name)

the CISVA with this confidential teacher applicant reference as part of my application to teach with the CISVA and I acknowledge that this confidential character reference is not a teaching report.

I authorize the CISVA and the administrators of CISVA schools to contact the references I have provided and to collect information related to my qualifications and suitability for employment. I understand that this information will be used by, and exchanged between, the CISVA and its administrators to assess my qualifications and suitability for employment and will be handled in accordance with the Personal Information Protection Act.

Signature: _____ Date: _____

Due to the confidentiality of the application and interview process, we do not provide feedback to unsuccessful applicants or respond to inquiries regarding the status of an application.

If we are interested in moving forward or if an application requires additional information, we will contact you directly.

Please note:

- This reference form is to be provided by the applicant to a referee who shall complete pages 2 - 5.
- The referee must not be a relative, partner or spouse (or equivalent) of the applicant and must have known the applicant for a minimum of two years.
- The referee must send the form directly to the CISVA by email (hr@cisva.bc.ca)
- Delay in the receipt of this form will result in delay in the processing of the application.



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Referee, please complete this page and scan email it directly to the CISVA (hr@cisva.bc.ca)

Thank you for taking the time to complete this reference check. Your feedback is valuable in assessing the applicant's qualifications and suitability to teach in the Catholic Independent Schools of Vancouver Archdiocese (CISVA). Please answer honestly based on your experience working with the applicant. The information you provide will be exchanged with school administrators and will be handled in accordance with the Personal Information Protection Act. If you have any questions, please do not hesitate to contact CISVA Human Resources at hr@cisva.bc.ca.

Teacher Applicant's Name: _____

1. How long have you known the applicant? _____

2. In what capacity do you work with the applicant? _____

3. Please rate the applicant in the area of **Professionalism**:

For each prompt, please rank the applicant from 1 to 5. (1 = Very Poor and 5 = Excellent)

	1	2	3	4	5	Unable to Answer
Demonstrates punctuality and reliability	☐	☐	☐	☐	☐	☐
Communicates professionally with colleagues, parents and students	☐	☐	☐	☐	☐	☐
Models respect for others	☐	☐	☐	☐	☐	☐
Commits to lifelong learning and growth	☐	☐	☐	☐	☐	☐
Accepts and applies constructive feedback	☐	☐	☐	☐	☐	☐
Manages workload effectively & meets deadlines	☐	☐	☐	☐	☐	☐

Please provide any comments or clarification if needed:



4. Please rate the applicant in the area of **Teaching Style & Classroom Management**

Please rank the applicant from 1 to 5. (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Very Good, 5 = Excellent)

	1	2	3	4	5	Unable to Answer
Creates an engaging & dynamic learning environment	☐	☐	☐	☐	☐	☐
Builds choice into lessons & assignments	☐	☐	☐	☐	☐	☐
Builds positive relationships with students	☐	☐	☐	☐	☐	☐
Establishes clear expectations	☐	☐	☐	☐	☐	☐
Uses effective classroom management strategies	☐	☐	☐	☐	☐	☐
Adapts strategies to meet student needs	☐	☐	☐	☐	☐	☐

Please provide any comments or clarification if needed:

5. Please rate the applicant in the area of **Curricular Knowledge & Supporting Learners**

Please rank the applicant from 1 to 5. (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Very Good, 5 = Excellent)

	1	2	3	4	5	Unable to Answer
Demonstrates a strong understanding of the BC Curriculum	☐	☐	☐	☐	☐	☐
Implements effective assessment practices	☐	☐	☐	☐	☐	☐
Incorporates the Core Competencies into planning & instruction	☐	☐	☐	☐	☐	☐
Supports students with diverse learning needs	☐	☐	☐	☐	☐	☐
Demonstrates care for student well-being	☐	☐	☐	☐	☐	☐

Please provide any comments or clarification if needed:



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6. Please rate the applicant in the area of **Collaboration & Contribution**

Please rank the applicant from 1 to 5. (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Very Good, 5 = Excellent)

	1	2	3	4	5	Unable to Answer
Works collaboratively with colleagues	☐	☐	☐	☐	☐	☐
Works well with school administration	☐	☐	☐	☐	☐	☐
Contributes to a positive school culture	☐	☐	☐	☐	☐	☐
Shows initiative in supporting or leading extra-curricular activities	☐	☐	☐	☐	☐	☐
Contributes to school wide initiatives or events	☐	☐	☐	☐	☐	☐

Please provide any comments or clarification if needed:

7. Please rate the applicant in the area of Suitability for Catholic Schools

Please rank the applicant from 1 to 5. (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Very Good, 5 = Excellent)

	1	2	3	4	5	Unable to Answer
Demonstrates commitment to Catholic education	☐	☐	☐	☐	☐	☐
Models values aligned with Catholic teachings	☐	☐	☐	☐	☐	☐
Actively participates in liturgical or prayer opportunities	☐	☐	☐	☐	☐	☐
Has a strong knowledge of the Catholic Worldview	☐	☐	☐	☐	☐	☐

Please provide any comments or clarification if needed:



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8. What areas of improvement can you share regarding this applicant?

9. Please provide any additional insights or concerns regarding the applicant's suitability to teach in the CISVA.

10. Would you hire this individual to work in your school?

☐ Yes

☐ No

☐ With Reservation

To the best of my knowledge the above information is complete and correct.

Name of Referee: _____

School / Organization: _____

Your email: _____

Signature of Referee: _____ Date: _____

The referee must send the form directly to the CISVA by email (hr@cisva.bc.ca)