



Ph: 713-487-5240 | PO Box 980543, Houston, TX 77098 | e: info@houstonshowchoir.org

SUMMER CAMP TEACHING/OPERATIONAL STAFF REFERENCE FORM

APPLICANT INSTRUCTIONS: Please PRINT or TYPE the top portion of this page, SIGN and provide to your referee for completion.

REFEREE INSTRUCTIONS: Please complete and mail or email to Houston Show Choir as soon as possible. Thank you for your assistance.

NAME OF APPLICANT: _____ Social Security Number: _____

I am applying for the position of TEACHING STAFF / OPERATIONAL STAFF (please circle).

I hereby authorize you to give FULL and COMPLETE information as requested by Houston Show Choir.

Applicant's signature

5 – Clearly outstanding 4 – Exceeds expectations 3 – Satisfactory 2 – Below Expectations 1 – Unsatisfactory 0 – Unknown

Personal and Professional Qualities	5	4	3	2	1	0
Enthusiasm						
Attendance/Punctuality (based on absences not excused or permitted by law or policy)						
Professional Judgement						
Response to Supervision						
Teaching/Instructional Qualities (for Teaching applicants only)	5	4	3	2	1	0
Classroom Management and Organisation						
Knowledge and Presentation of Subject Matter						
Motivation of Students						
Attention to Student Needs						
Effective Human Relation Skills with peers, parents and students						
Administrative/ Supervisor/ Instructional Qualities	5	4	3	2	1	0
Ability to establish a positive working environment						
Knowledge of Curriculum and Instruction						
Communication Skills						
Attention to Student Needs						
Effective Human Relation Skills with peers, parents and students						
Demonstrates originality and creativity in problem solving						
Takes personal responsibility for professional growth						

How long have you known the applicant? _____
 Would you hire/rehire the above applicant? Y/N
 Relationship to the applicant: _____

Comments:

Name: _____ Signature: _____
 Date: _____ Ph #: _____ Email: _____



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NAME: _____
Last First Middle

Last name(s) if different in the last seven years: _____

Social Security Number: _____ Driver's Licence Number: _____

Current address: _____
Street City State Zip Code

Contact Details: _____ (Day) _____ (Evening)
_____ (Cell) _____ (Email)

If you have lived in the Houston area less than seven (7) years, please indicate where you have lived and complete the following:

City	State	Year	
		From	To

Application for: TEACHING STAFF or OPERATIONAL STAFF (please circle)

FOR TEACHING APPLICANTS ONLY

Valid Teaching Certificate: _____
Grade Levels Areas of Specialisation

Years of teaching experience: _____ State: _____

A copy of your official college transcript and teaching certificate must accompany this application.

EDUCATIONAL AND PROFESSIONAL TRAINING

Please provide full and accurate data regarding all educational and professional training.

LEVEL	School or Institution	Degree or Diploma	Dates of Attendance	
			From	To
High School				
College/University				
Graduate Work				
Additional Information/ Certification				

(use separate sheet if necessary)

WORK EXPERIENCE

Please provide full and accurate data regarding ALL previous professional experience.

Name of School or Institution and Location	Grades, Subjects or Duties	Dates Mos/Yrs	Number of Years

(use separate sheet if necessary)

FELONY/MISDEMEANOUR STATEMENT

(Initial) I have never been convicted of any of the following offenses:
- a felony or misdemeanor classified as an offense against the person or family;
- a felony or misdemeanor classified as public indecency, or
- a felony violation of any law intended to control the possession or distribution of any drug or controlled substance.

(Initial) I have never been convicted or placed on deferred adjudication for any felony or misdemeanor and there are no pending criminal charges against me. Deferred adjudication is a common term in criminal law. It is generally understood to be a process whereby the judge defers rendering a conviction pending an opportunity for the defendant to demonstrate rehabilitation. If, after a set period of time the defendant demonstrates rehabilitation, the record is cleared.

I certify that all information provided as part of this application is true, complete and correct. I understand that if any information proves to be incorrect, incomplete, or misleading, any offers of employment made by Houston Show Choir (HSC) may be revoked, or if I have already begun employment when HSC discovers that the information is incorrect, incomplete, or misleading, I may be terminated.

I further authorize HSC to investigate all statements contained in this application and other documents submitted as part of the application process, to investigate all information regarding my previous employment and educational background, and to contact all referees and/or prior employers. I authorize any person, educational institution or legal entity contacted by HSC to release any information about me upon the request of HSC. I hereby release all parties providing information to the HSC from all liability for any damage that may result from furnishing that information. I authorize HSC to obtain my criminal history record, if any, from any source. I further authorize any law enforcement agency, including but not limited to any police department or the Texas Department of Public Safety, as well as the Texas Department of Corrections, to furnish HSC any such criminal history records. I hereby release, discharge and agree to hold harmless HSC, its agents, employees, officers and representatives, of and from any and all liability that might arise from any investigation of me in connection with my application for employment or employment with HSC.

If employed by HSC, I agree to conform to all HSC policies and procedures.

I also understand that unless HSC and I execute a written employment contract for a specified term, any employment of mine by the HSC will be at will, and my employment can be terminated by me or HSC at any time, with or without cause and with or without notice.

DATE: ____/____/____

Signature