



**H. B. Beal Secondary School
COOPERATIVE EDUCATION
Teacher Reference Form**

Return to:

Return by:

Student's Name:

Reference Teacher:

Re: Application for the following Cooperative Education Program:

This student has applied to enter a cooperative education program. In order to estimate his/her suitability and chances for success, information from referring teachers is essential. We need to have a good "overall picture" of the student. Unfavorable responses do not necessarily preclude the student from being accepted into cooperative education.

The above statement and following information is adapted from the TVDSB Cooperative Education Teacher Reference Form.

Please circle the most appropriate description of the student.

Attendance	Too frequently absent for continued employment	Not regular enough in attendance and has many unconfirmed/unexplained absences	Usually dependable but has some unconfirmed/explained absences	Dependable	Never absent except for an unavoidable emergency
Punctuality	Too frequently tardy for continued employment	Very often tardy	Sometimes tardy	Seldom tardy	Never tardy except for an unavoidable emergency
Personal Appearance	Could improve appearance and/or does not follow dress code policy on a regular basis	Is passable in appearance, but does not follow the dress code policy	Is passable in appearance and follows dress code policy some of the time	Is very good in appearance and follows dress code policy most of the time	Extremely conscientious of appearance and always follows dress code policy
Courtesy	Has much difficulty being courteous and considerate of others	Has some difficulty being courteous and considerate of others	Is sometimes courteous and considerate of others	Is usually courteous and considerate of others	Is always very courteous and considerate of others
Co-operation	Has much difficulty cooperating and getting along with most people	Gets along with and/or cooperates with few/select people	Sometimes gets along with others and cooperates	Gets along with others and cooperates	Gets along with others extremely well, and is friendly and helpful
Initiative	Always requires instruction for tasks	Does routine work and waits for further instruction	Can be resourceful and sometimes looks for things to learn and do	Is resourceful, and usually looks for things to learn and do	Is very resourceful, and always looks for things to learn and do to keep busy
Adaptability	Does not adapt to change or new situations well	Has some difficulty adapting to change and new situations	Sometimes adapts to change and new situations well	Usually adapts to change and new situations well	Adapts to change and new situations extremely well
Work Habits	Always requires prompting to stay on task and complete work	Is sometimes industrious and stays on task with much prompting	Is sometimes industrious and stays on task	Is usually industrious and stays on task	Is always very industrious and stays on task
Attitude Toward Constructive Criticism	Has much difficulty in accepting constructive criticism and applying it to improvement	Has some difficulty in accepting constructive criticism and applying it to improvement	Accepts constructive criticism somewhat and sometimes applies it to improvement	Accepts constructive criticism well and usually applies it to improvement	Accepts constructive criticism very well and always applies it to improvement

Would you want this person working for you? (Please check one.)

Yes

No

Maturity Level (Please check one.)

Above Average

Average

Needs Improvement

Please add any additional comments that will aid us in our selection process.

Notice of Collection: In accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, 1989, this is to advise you that the information you have provided is collected under the legal authority of Section 327 of the Education Act, R. S. O. 1990 c E.2 as amended, and may be used as necessary for some or all of the following principal administrative purposes related to: Board operation, school programs and educational services, student records, and Ministries of the Government of Ontario. If you have any questions, please contact the Principal and/or the Freedom of Information Coordinator, Thames Valley District School Board, 1250 Dundas Street, London, Ontario, N6A 5L1 (telephone: 519-452-2257).