

# Sample Teacher Recommendation Form

## CONFIDENTIAL *TEACHER (CTAE)* RECOMMENDATION FORM

*Work Based Learning* programs are an extension of school-based curriculum into the workplace. Through these experiences, students will be exposed to a wide range general workplace knowledge and competencies, with the goal being to better prepare students for future opportunities. The program is voluntary, and designed for a group of selected students entering their junior/senior year. The student listed below has applied to participate in *Work Based Learning*. Please assist us by completing this form and returning it to the school *Work Based Learning Coordinator* as quickly as possible. Thank you.

Students: Fill in name and ID # and give form to your reference

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Please check in the appropriate column the factors for which you have adequate information for appraisal.

	GOOD	FAIR	POOR
1. Ability to follow instructions			
2. Social skills (gets along well/respect for others)			
3. Demonstrates dependability			
4. Self-motivated			
5. Demonstrates responsibility (directs energies toward tasks			
6. Demonstrates enthusiasm in performing assigned tasks			
7. Strives for excellence			
8. Punctual			
9. Mentally alert (organization skills/problem-solving skills)			
10. Demonstrates proper etiquette and manners			
11. Personal appearance/grooming			
12. Demonstrates integrity/honesty			
13. Demonstrates optimism and self-respect			
	GOOD	FAIR	POOR

14. Capacity to try new ideas and increase knowledge			
15. Attitude toward constructive criticism			
16. Ability to adapt to change			
17. Cooperates with others			
18. Communication skills			
19. Demonstrates attention to detail			
20. Ability to set realistic goals			

21. Do you recommend this applicant for the *Work Based Learning* program?

Yes     No

22. Supplementary Comments

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Subject Area

## Checklist for Applicants

*Did you:*

- Completely and truthfully answer all of the questions on this application?*
- Carefully consider three teachers who can serve as a reference for you?*
- Attach a one-page, handwritten essay to this application?*
- Attach a copy of your high school transcripts to this application?*
- Check your application for accuracy?*
- Double check the application deadline to ensure that it is returned in time?*