



**~Office of Catholic Schools~
Diocese of Victoria**

| |
|---|
| Diocese of Victoria 1505 E. Mesquite Lane Victoria, Texas 77901 |
|---|

| PERSONAL REFERENCE | | |
|------------------------|-------------|---------------|
| Applicant's Name: | | |
| | _____ | _____ |
| | <i>Last</i> | <i>First</i> |
| Reference Information: | | <i>Middle</i> |
| Name: _____ | | |
| Address: _____ | | |

The above applicant, _____, is applying for employment with the Diocese of Victoria. He/she has submitted your name as a personal reference.

Your candid assessment of the applicant will assist the Office of Catholic Schools in its evaluation. You may attach additional sheets, if necessary. Please return all materials to the applicant in an envelope. Seal the envelope and sign it across the seal to ensure confidentiality. Or, you may choose to mail the forms directly to the OCS at the address above. We appreciate your assistance.

| |
|--|
| How long have you known the applicant? |
| In what capacity have you known the applicant? |
| Briefly, how would you describe the applicant? |
| In your opinion, what are the applicant's outstanding abilities or characteristics? |
| What are his/her areas for growth? |
| Please include any additional information that you believe would be helpful in considering the applicant's submission. |

I recommend this applicant: Please check one

| | | | |
|---------------------------------|-----------------|--------------------|------------------|
| With reservation | Fairly strongly | Strongly | Enthusiastically |
| Your Title or Profession: _____ | | Telephone: _____ | E-mail: _____ |
| Your Signature: _____ | | Date signed: _____ | |



APPLICANT:

Please provide the enclosed personal reference form to the individual that you listed as a reference on your application. You may request a letter of recommendation instead of this form, if you wish to do so.

NOTE: *Please make certain that you have completed the top portion of the form that requires your Name, date, position applied for, and school, if applicable.*

Please return reference forms to:

*Mr. John E. Quarry
Superintendent of Catholic Schools
P. O. Box 4070
Victoria, Texas 77903*

Or email to jquary@victoriadiocese.org

