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REFERENCE FORM

To:

Re: _____
 Applicant

 Position Desired

The individual named above has completed an application for a position with Evansville Christian School and included your name as a reference. In the interest of providing the best education for the children of this school, please provide your frank and honest opinion of the applicant.

Please check appropriate boxes	Highly Recommended	Recommended	Acceptable	Not Acceptable	No Basis For Judgment
1. INTEGRITY Honesty, Truthfulness, Reliability, Discretion					
2. ABILITY Judgment, Common sense, Clear thinking, Ability to draw sound conclusions					
3. INDUSTRY Initiative, Self reliance, Perseverance, Interest in work and use of time					
4. PERSONALITY Disposition, Manners, Neatness, Courtesy, Tact, Culture and Cooperation					
5. COMPETENCE in desired position					

Would you employ the applicant in this position? _____

RELATIONSHIP TO THE APPLICANT:

REMARKS (This is especially significant)

(Check items which apply)

- _____ Worked under my supervision
- _____ Co-Worker
- _____ Student in my classes at school
- _____ Student teacher under my supervision
- _____ Employer
- _____ Other

How would you rank this person as compared to others you have supervised/been associated with?

Top 5% _____ Next 20% _____ Middle 50% _____ Low 25% _____

Is he/she a good role model for students?

List principle character and personality strengths.

Are there any weaknesses that may diminish the applicant's effectiveness as a role model?

Are there any family situations that may help or hinder the applicant's success at this school?

Please circle the number that most closely applies:

Teacher Performance (if not applicable to desired position, please skip this section)

1. Is consistently thorough in lesson planning and in securing necessary materials	5	4	3	2	1
2. Provides for Christian integration in subject areas	5	4	3	2	1
3. Uses a variety of teaching techniques and resources	5	4	3	2	1
4. Demonstrates a knowledge of subject matter	5	4	3	2	1
5. Understands and relates effectively to student needs/maturity	5	4	3	2	1
6. Exhibits ability to arouse interest and stimulate intellectual growth	5	4	3	2	1
7. Is fair, firm and consistent with students	5	4	3	2	1
8. Maintains classroom control consistent with planned activity	5	4	3	2	1
9. Develops appropriate relationships with students	5	4	3	2	1
10. Demonstrates assertive leadership as a teacher	5	4	3	2	1
11. Maintains voice control in the classroom	5	4	3	2	1
12. Provides a well-organized, attractive classroom	5	4	3	2	1

Additional comments: _____

Professionalism

1. Follows ethical and professional practices in working with others	5	4	3	2	1
2. Develops appropriate relationships with administration and staff	5	4	3	2	1
3. Is assertive and authoritative as a staff member at appropriate times	5	4	3	2	1
4. Accepts and acts upon supervisory guidance	5	4	3	2	1
5. Follows through on assignments	5	4	3	2	1
6. Is accurate and prompt in record keeping and in responding to communications	5	4	3	2	1
7. Is punctual at post of duty	5	4	3	2	1
8. Makes good decisions after considering necessary information	5	4	3	2	1
9. Develops appropriate relationships with parents	5	4	3	2	1
10. Initiates regular contact with parents	5	4	3	2	1
11. Is a builder of loyalty and goodwill to the employer	5	4	3	2	1
12. Maintains neat, appropriate appearance	5	4	3	2	1
13. Displays emotional stability	5	4	3	2	1
14. Teachable spirit or attitude	5	4	3	2	1
15. Servant's heart	5	4	3	2	1
16. Strives for excellence	5	4	3	2	1
17. Honors Christ	5	4	3	2	1
18. Good decision maker	5	4	3	2	1
19. Relates well to students, parents and peers	5	4	3	2	1
20. Encourages others	5	4	3	2	1

Additional comments: _____

Your Name _____

Position _____

Name of Organization _____

Address _____

Phone Number _____