



Community Christian School

4859 Kerry Forest Parkway
Tallahassee, FL 32309

Phone 850.893-6628
www.ccs-chargers.org

Dear Sir or Madam:

_____ has applied for a position at Community Christian School and has supplied your name as a reference. Please help us by filling out the enclosed reference form and returning it to the school as soon as possible via email (ccs@ccs-chargers.org).

Your response is completely confidential. We also welcome letters of recommendation.

Thank you,

Personnel Department
Community Christian School

I authorize you to provide Community Christian School with information regarding my suitability for employment. I waive and release you and Community Christian School from any and all claims of action as a result of the full disclosure of employment information.

I agree that Community Christian School has the right to keep the enclosed reference confidential.

Signature of Applicant

Date

Employer Reference

Applicant's Name _____ Position applied for _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Applicant's former school/company/ organization name? _____

Address _____

Phone number(s) _____

Position held by applicant _____

Reason for leaving _____

Did the applicant ever receive a written or verbal employment warning? _____

Do you have any reason to believe the applicant should not be working around children? _____

Please provide both positive and negative comments about this person regarding anything that you feel we should know _____

Has this applicant demonstrated a commitment to Christian living both on and off the job site? Would the applicant be a good Christian role model for our students? _____

Please list main character and personality strengths _____

If this applicant has been employed by you in the past, would you rehire him/her? ☐ Yes ☐ No

Would you recommend we enlarge our search for the right person for this position beyond this particular applicant? ☐ Yes ☐ No

Reference. Please provide the name and address of another individual who knows the applicant. _____

Please use this page if the reference is for an applicant for a teacher position.

Please circle the number that most closely applies:

1 = outstanding; 2 = above average; 3 = satisfactory; 4 = improvement needed; 5 = no opportunity to observe

Teacher Performance

1 2 3 4 5

Provides for biblical integration in subject areas	1	2	3	4	5
Is consistently thorough in lesson planning and in securing necessary materials	1	2	3	4	5
Uses a variety of teaching techniques and resources	1	2	3	4	5
Demonstrates a knowledge of subject matter	1	2	3	4	5
Understands and relates effectively to student needs/maturity	1	2	3	4	5
Exhibits ability to arouse interest and to stimulate intellectual growth	1	2	3	4	5
Is fair, firm, and consistent with students	1	2	3	4	5
Maintains effective classroom control	1	2	3	4	5
Develops appropriate relationships with students	1	2	3	4	5
Maintains voice control in the classroom	1	2	3	4	5
Provides a well-organized, attractive classroom	1	2	3	4	5

Professionalism

1 2 3 4 5

Follows ethical and professional practices	1	2	3	4	5
Develops appropriate relationships with administration, staff, and parents	1	2	3	4	5
Is assertive and authoritative as a staff member at appropriate times	1	2	3	4	5
Accepts and acts upon supervisory guidance	1	2	3	4	5
Follows through on assignments	1	2	3	4	5
Is accurate and prompt in record keeping and in responding to communications	1	2	3	4	5
Is punctual at post of duty	1	2	3	4	5
Makes good decisions after considering necessary information	1	2	3	4	5
Is a builder of loyalty and goodwill to the employer	1	2	3	4	5
Maintains a neat, appropriate appearance	1	2	3	4	5

Please use this page if the reference is for an applicant for a teacher or a staff position.

Please place an X in the column that best describes this individual in the following categories:

Characteristics	Excellent	Good	Average	Poor	Unknown
Integrity: honesty, truthfulness					
Ability: judgment, common sense					
Dependability: responsible					
Personality: disposition, manners					
Competence: effective, qualified					
Confidence: trustworthy					
Peer relations: team player					
Demeanor: handles stress					
Communication: articulate					
Leadership: recognized as leader					

Additional comments _____

Thank you for your help and cooperation!

Signature of reference _____

Printed name of reference _____

Phone _____ Date _____