



# Community Christian School

4859 Kerry Forest Parkway  
Tallahassee, FL 32309

Phone 850.893-6628  
[www.ccs-chargers.org](http://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](mailto: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, your church 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

# Pastoral Reference

Applicant's Name \_\_\_\_\_ Position applied for \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ Are you currently the applicant's pastor? \_\_\_\_\_

How would you evaluate the applicant in the following areas?

Has this applicant given evidence of having a personal relationship with Christ? \_\_\_\_\_

\_\_\_\_\_

What is the applicant's Church relationship in the area of attendance and loyalty? \_\_\_\_\_

\_\_\_\_\_

Has the applicant demonstrated willingness to be involved in any ministry opportunities? \_\_\_\_\_

\_\_\_\_\_

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? \_\_\_\_\_

\_\_\_\_\_

List the applicants known character and personality strengths \_\_\_\_\_

\_\_\_\_\_

**For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant? ☐ Yes ☐ No**

Comments? If you would prefer, you may call me at (850) 893-6628 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Your name \_\_\_\_\_ Church name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Thank you for your help and cooperation!