



CENTRAL CHRISTIAN ACADEMY

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Employer Reference Form

Our school has received an application from _____ for the position of _____ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. The applicant's signature below releases you from liability if you provide this reference. Your reference will be kept confidential.

Applicant's Signature

Date

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Former employer's school/company/organization name _____

Address _____

Phone: Days (____) _____ Evenings (____) _____

Position(s) held by applicant _____

Dates of service _____ Full time Part time

Reason for leaving _____

Is there a performance evaluation for this individual? Yes No

If so, what are the ratings on the form? What problems, if any, are noted? _____

Did this individual ever receive a written or verbal employment warning? Yes No

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so? Yes No

Has anyone, to your knowledge, ever brought or discussed bringing a civil or criminal claim against the applicant, alleging physical or sexual abuse by the applicant? Yes No

Did you, as the applicant's employer, ever discipline or reprimand this person for any reason related to physical or sexual abuse, or sexual impropriety? Yes No

Do you have any reason to believe that the applicant should not be working around children, those in need of counsel, or any other individual? Yes No

Do you have any reason to believe that the applicant is not totally honest or that the applicant cannot be trusted in handling funds? Yes No

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

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

Do you believe that this applicant demonstrated a real 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: _____

References. Please provide the name and address of an additional individual who knows the applicant and may be able to provide information about him or her.

Use this page if the reference is for an applicant for an administrative position or another exempt position, but not a teacher 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: _____

Signature of reference

Date

Printed name of reference

Phone (____) _____

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

Professionalism

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

Signature of reference

Date

Printed name of reference

Phone (____) _____