

# CHRISTIAN CENTRAL ACADEMY

## STAFF REFERENCE REQUEST FORM

The following applicant, \_\_\_\_\_, applied for a position with Christian Central Academy and would appreciate you providing the information requested concerning possible employment.

The applicant consents to release of this reference information to Christian Central Academy.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**The rest of this form is to be completed by a present or previous employer. This reference information will be treated in a confidential manner not to be released or shared with the applicant.**

Name of Reference: \_\_\_\_\_

Between what dates have you observed the work of the applicant? Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

What was your working relationship to the applicant? \_\_\_\_\_

Position held by applicant: \_\_\_\_\_

Attendance/Promptness Record: \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Please give reason applicant left or is leaving your employment: \_\_\_\_\_

\_\_\_\_\_

Applicant's Job Performance	Does Not Meet Expectations	Needs Improvement in Performance	Meets Performance Expectations	Exceeds Performance Expectations
How effective was applicant in the job?				
How reliable was applicant about meeting deadlines?				
How well did applicant establish rapport with other employees?				
How cooperative was applicant with other employees?				
How well does applicant demonstrate careful short-term and long-term planning?				
Communication skills: - Oral - Written				
Applicant's knowledge of subject matter				
Ability to function effectively as a member of a team				
Ability to take risks and effectively implement change				
Effective interaction with staff				
Effective interaction with students				
Effective interaction with parents/community				
Ability to operate in a crisis situation				

Would you employ/re-employ this applicant? \_\_\_\_\_ If no, please state reason: \_\_\_\_\_  
How would you recommend this applicant? Enthusiastically \_\_\_\_\_ With reservation \_\_\_\_\_ Do not recommend \_\_\_\_\_  
To the best of your knowledge, has the applicant ever been accused of immorality or inappropriate conduct \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

Additional comments you would like to make regarding the qualifications, strengths and or weakness of this applicant:

1. Strengths: \_\_\_\_\_

\_\_\_\_\_

2. Weakness: \_\_\_\_\_

\_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of School District or Company: \_\_\_\_\_

Telephone number (where you can be reached to verify this reference) \_\_\_\_\_

Email address: \_\_\_\_\_

**Return this reference form by email or by regular mail (in a sealed envelope with your signature over the seal) to:**

Mrs. Lori Williams  
Executive Assistant to the Head of School  
Christian Central Academy  
39 Academy Street  
Williamsville, NY 14221  
lwilliams@christianca.com