

CHRISTIAN CENTRAL ACADEMY

FACULTY 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.

Applicant Name: _____

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				
To be completed for instructional/licensed applicants				
Applicant's knowledge of subject matter				
Demonstrates effective teaching/presentation skills and implements a variety of teaching/presentation methods				
Shows respect for dignity and worth of all students and encourages respect for cultural differences				
Works actively with other teachers, administrators, students and parents to bring about the success of the total school program				

Applicant's Job Performance (continued)	Does Not Meet Expectations	Needs Improvement in Performance	Meets Performance Expectations	Exceeds Performance Expectations
Knowledge of curriculum and instructional strategies				
Displays subject matter competency and varies teaching to address and challenge the ability level of students				
Exercises appropriate student behavior control and classroom management techniques				
Motivates students, gains confidence, and establishes rapport				
Ability to diagnose and develop a program to ensure positive student outcomes				
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				
Demonstrated skills in collaborative decision making				
Ability to operate in a crisis situation				
Personal and professional confidence				
Keeping professionally competent				

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 Business: _____

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
Christian Central Academy
39 Academy Street
Williamsville, NY 14221
lwilliams@christianca.com

Revised Aug 2022