

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