



Employer Reference Form (Non-Instructional Staff)

Our school has received an application for a position from _____ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. Attached is a signed authorization form whereby the applicant releases you from liability if you provide this reference. The applicant has also agreed that we have the right to keep your reference confidential. Thank you for your help.

Kenneth R.T. Howard
Administrator

Date

Former employer's company/organization name: _____

Address: _____

Phone: Daytime (_____) _____ Evenings (_____) _____

Position(s) held by applicant:

Dates of service: _____ Full time ____ Part time ____

Reason for leaving: _____

Is there a performance evaluation for this individual? What are the ratings on the form? Are any problems 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 ever brought or discussed bringing a civil or criminal claim against the applicant alleging physical or sexual abuse by him/her? Yes No

Did you, as his/her employer, ever discipline or reprimand him/her for any reason related to physical or sexual abuse, or sexual impropriety? Yes No

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

For reasons that you may prefer to keep confidential, should we enlarge our search beyond this particular applicant? Yes No

Please provide both positive and negative comments on 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 he/she 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.

Please check the column that most closely applies:
1 - Outstanding; 2 - Above Average; 3 - Satisfactory; 4-Improvement Needed; 5 - No Opportunity to Observe

PROFESSIONALISM

	1	2	3	4	5
A. Follows ethical and professional practices	_____	_____	_____	_____	_____
B. Develops appropriate relationships with employer staff, and clients	_____	_____	_____	_____	_____
C. Is assertive and authoritative as a staff member at appropriate times	_____	_____	_____	_____	_____
D. Accepts and acts upon supervisory guidance	_____	_____	_____	_____	_____
E. Follows through on assignments	_____	_____	_____	_____	_____
F. Is accurate and prompt in record keeping and in responding to communications	_____	_____	_____	_____	_____
G. Is punctual at post of duty	_____	_____	_____	_____	_____
H. Makes good decisions after considering necessary information	_____	_____	_____	_____	_____
I. Is a builder of loyalty and goodwill to the employer	_____	_____	_____	_____	_____
J. Maintains neat, appropriate appearance	_____	_____	_____	_____	_____
K. Displays emotional stability	_____	_____	_____	_____	_____

Your Name: _____ Phone: _____

Thanks for your help and cooperation!