

# Parma Heights Christian Academy

*Preparing Children for God's Service*

## REFERENCE REQUEST (Professional)

Position Applied For: \_\_\_\_\_

Parma Heights Christian Academy has my permission to check all information and references listed.

Applicant: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Dear Sir/Madam,

Because all employees of Parma Heights Christian Academy work with school children, it necessitates that we be judicious in screening all applicants for employment. The above-named individual has made application with us for employment. As a former employer or person of reference for this applicant, will you please, in confidence, provide the information requested.

Sincerely,

The Administration and Board of Parma Heights Christian Academy

*Please rate the qualities of this applicant based on the knowledge or experience you have had with this candidate.*

QUALITY TO BE RATED	EXCELLENT	GOOD	AVERAGE	POOR	VERY POOR
Competence in Major Field of Study					
Methodological Skills					
Application (Industriousness)					
Initiative (Resourcefulness)					
Aptitude for Teaching					
Ability to Motivate and Discipline					
Reliability: Faithfulness to Duties					
Physical Vigor					
Personal Appearance (not attractiveness)					
Cooperation with Others					
Qualities of Leadership					
Integrity of Character					
Christian Testimony					
Quality of Lesson Plans & Objectives					
Flexibility					
Classroom Conducive to Learning					

Questions: (Please write your responses on the back of this sheet)

1. How do you know the applicant?
2. What do you consider the strongest points of this teacher?
3. What do you consider the weakest points of this teacher?
4. General comments.

Reference Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_