

CrossPointe Preparatory

EMPLOYEE REFERENCE FORM

TYPE OF REFERENCE (please circle one): Personal Professional Church-Related

To the applicant: Please print in ink or type all information in this section and forward this form to the school office. (Make copies as needed)

Applicant's Name _____

Applicant's Address _____

Position for which you are applying _____

I hereby waive my right to have access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application for employment at CrossPointe Preparatory. I also give my permission to the individual named in the document as a reference, to release his or her personal information and opinions of me to CrossPointe Preparatory. I hereby release, discharge, and hold harmless CrossPointe Preparatory, its agents or representatives, and the individual named in this document as a reference, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such personal information and opinions.

Signature of Applicant

Date

For Referrer:

1. How long have you known the applicant?
2. In what capacity have you known the applicant?
3. What three adjectives best describe this applicant?
4. If given the opportunity, would you hire this teacher?
5. How would you describe the applicant's skills in relating to elementary/secondary students?
6. 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?
7. Please list main character and personality strengths and weaknesses.
8. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities that would have a bearing on the probable quality of his or her ministry in a Biblically-centered Christian school.

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

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 RANK THE APPLICANT ON THE FOLLOWING AREAS:

	No Basis for Judgement	Below Average	Average	Good	Excellent
Character					
Flexibility					
Relationship: Students, Teachers, Administration, Parents					
Knowledge of Subject Matter					
Professional Ethics					
Is prompt in responding to communications					
Responsibility					
Punctuality					

Responsiveness to legitimate authority					
Record-keeping Skills					
Sound Judgement					
Displays emotional stability					
Professional Loyalty					
Teachable and general interest in professional growth					
Initiative					
Uses a variety of teaching techniques and resources					
Positive disposition					

PLEASE RANK THE APPLICANT ON CLASSROOM MANAGEMENT SKILLS:

	No Basis for Judgement	Below Average	Average	Good	Excellent (top 10%)
Classroom management (overall)					
• Is fair, firm and consistent with students					
• Maintains effective classroom control					
• Provides a well-organized classroom					
• Maintains voice control in the classroom					
• Develops appropriate relationships with students					
• Ability to motivate students and stimulate intellectual growth					
• Understands and relates effectively to student needs/maturity					

To the Reference: Thank you for taking the time to give your honest evaluation of this applicant. It will help the Administration and/or Faculty Development Committee understand the applicant's potential qualifications for employment at CP. Please feel free to call the school at (501) 230-6490 if you have any question regarding this form. You are welcome to provide further statements or explanations on a separate sheet of paper. We sincerely appreciate your timely attention to this matter.

Name: _____ Date: _____

Address: _____

Phone (____) _____ Title or Position _____

Please send this form to:
Crosspointe Preparatory
P.O. Box 1112
Searcy, Arkansas 72145-1112
ATTN: Administration