



SAN ANTONIO CHRISTIAN SCHOOL

Human Resource Department

Partnering with families to provide students a Christ-centered education while fostering a life of faith and service.

EMPLOYER REFERENCE FORM

Our school has received an application for a _____ position at San Antonio Christian School from _____ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. The applicant has also agreed that we have the right to keep your reference confidential. Thank you for your help.

How long have you known the applicant and in what capacity? _____

Position(s) held by applicant _____

Dates of service _____ Full Time Part Time

Reason for leaving _____

Is there a performance evaluation for this individual? Yes No

If yes, what problems, if any, are noted? _____

How would you rate this applicant as a good Christian role model? Excellent Average Below Average

How would you rate the applicant's dependability, attendance, punctuality? Excellent Average Below Average

How would you rate the applicant's poise, personality, maturity? Excellent Average Below Average

How would you rate the applicant's cooperation and rapport with others? Excellent Average Below Average

How would you rate the applicant's loyalty? Excellent Average Below Average

How would you rate the applicant's commitment to profession? Excellent Average Below Average

How would you rate the applicant's ability to deal with conflict? Excellent Average Below Average

How would you rate the applicant's judgement? Excellent Average Below Average

Would you hire or rehire this applicant? Yes No

Are there any areas in which the applicant could improve in their performance? _____

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.

Has anyone, to your knowledge, ever brought a civil or criminal charge against the applicant, alleging physical or sexual abuse by the applicant? Yes No

Did you, as the applicant's employer, ever discipline or reprimand this person for any reason related to physical or sexual abuse, or sexual impropriety? Yes No

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

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



Our school is an accredited member of the Association of Christian Schools International
TEPSAC / OPSAC / NCPSA approved

San Antonio Christian Schools does not discriminate on the basis of race, color, gender, national, or ethnic origin.



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FOR TEACHING APPLICANTS ONLY

Please describe the applicant's classroom management/teaching style. _____

How would you rate the applicant's ability to set realistic goals for students? **Excellent** **Average** **Below Average**

How would you rate the applicant's instructional organization? **Excellent** **Average** **Below Average**

How would you rate the applicant's knowledge of their subject matter? **Excellent** **Average** **Below Average**

How would you rate the applicant's classroom management and discipline? **Excellent** **Average** **Below Average**

How would you rate the applicant's understanding of children and youth? **Excellent** **Average** **Below Average**

How would you rate the applicant's innovative use of current trends, methods, and technology in the classroom?

Excellent **Average** **Below Average**

Comments? If you would prefer, you may call me at 210-340-1864 x414: _____

Thank you for your help and cooperation!

Employer Name/Title

School/Company Name

Phone Number

Email

Date



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