



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.

APPLICANT PERSONAL 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? _____

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

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, or other Christian virtues? _____

List main character and personality strengths: _____

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

Has anyone, to your knowledge, 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

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

Thank you for your help and cooperation!

Reference Name

Date

Phone Number

Email