

**CONFIDENTIAL**

**Applicant's Section** - (to be filled out before giving to reference)

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Position applying for \_\_\_\_\_

Reference's Name \_\_\_\_\_ Position \_\_\_\_\_

I am seeking employment at Haven Christian Academy. I give the above named reference permission to honestly complete this letter of recommendation for Haven Christian Academy. I give the above named reference permission to discuss this information personally with the administrator in place of filling out this letter. If a personal discussion is better, please complete the bottom back of this form with your phone number and an administrator from HCA will contact you. Thank you!

Applicant's signature waives their right of access to this reference!

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Questionnaire**

Please circle the number that best describes the above named applicant.

1= POOR	2 = AVERAGE	3 = ABOVE AVERAGE	4 = SUPERIOR	NA = NOT OBSERVED
1. Motivation	1 2 3 4 NA	13. Flexibility	1 2 3 4 NA	
2. Integrity	1 2 3 4 NA	14. Cooperation	1 2 3 4 NA	
3. Spiritual Maturity	1 2 3 4 NA	15. Respect authority	1 2 3 4 NA	
4. Responsibility	1 2 3 4 NA	16. Follows directions	1 2 3 4 NA	
5. Emotional stability	1 2 3 4 NA	17. Behavior in church	1 2 3 4 NA	
6. Biblical knowledge	1 2 3 4 NA	18. Leadership ability	1 2 3 4 NA	
7. Consideration of others	1 2 3 4 NA	19. Ability to concentrate	1 2 3 4 NA	
8. Relationship with students	1 2 3 4 NA	20. Self-discipline	1 2 3 4 NA	
9. Understanding authority	1 2 3 4 NA	21. Commitment to church		
10. Professional Appearance	1 2 3 4 NA	program	1 2 3 4 NA	
11. Punctuality	1 2 3 4 NA	22. Peer Relationships	1 2 3 4 NA	
12. Performance of Duties	1 2 3 4 NA	23. Parent Relationships	1 2 3 4 NA	

**Over Please**

**Please answer the following questions honestly:**

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity did you have a relationship with the applicant? \_\_\_\_\_
3. What three adjectives best describe this applicant? \_\_\_\_\_
4. Does this individual give testimony of knowing Christ as his personal Savior? \_\_\_\_\_ YES \_\_\_\_\_ NO
5. Does this individual display the gifts and talents necessary for the position applying for? \_\_\_\_\_ YES \_\_\_\_\_ NO
6. To your knowledge is the individual currently or recently involved with a controlled substance? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Unknown
7. Would you employ or hire this applicant? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Conditionally - Explain below
8. Over all how would you recommend this individual for employment at Haven Christian Academy?  
\_\_\_\_\_ Not at all \_\_\_\_\_ With reservations \_\_\_\_\_ Mildly \_\_\_\_\_ Strongly \_\_\_\_\_ Enthusiastically

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**Comments:** Please use this space to explain any of your above answers or for any additional comments you may wish to make.

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Signature of person completing the form \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print name of person completing the form \_\_\_\_\_ Phone \_\_\_\_\_

**(Please return to the above school address sealed and marked "Attention Administrator")**