

REQUEST FOR PERSONAL REFERENCE

_____ has applied for a position at

**Bethel Christian Academy
12901 Pleasant Valley Road
Parma, Ohio 44130
440-842-8575**

We would appreciate your concise statement of the following characteristics of the above named candidate, as well as your candid remarks. We will appreciate your prompt response by return mail. Thank you for your consideration and time.

Does the candidate display a consistent lifestyle of integrity? _____

Does the candidate preserve confidences? _____

Is he/she alert to the feelings and interests of others? _____

Does he/she display good communication skills? _____

How did you come to know this candidate? _____

Does the candidate show initiative? _____ How? _____

Have you witnessed this prospect interacting with children? _____ Please explain _____

List any character qualities which you feel will be beneficial for determining this candidate's abilities with children. _____

Comment on any positive or negative characteristics which identify the above candidate.

Name _____

Position _____

Address _____

Phone _____

Date _____

REQUEST FOR PASTORAL REFERENCE

_____ has applied for a position at

Bethel Christian Academy
12901 Pleasant Valley Road
Parma, Ohio 44130
440-842-8575

We would appreciate your concise statement of the following characteristics of the above named candidate, as well as your candid remarks. We will appreciate your prompt response by return mail. Thank you for your consideration and time.

What is the candidate's practice regarding attendance in:

Sunday School	_____	Mid-Week Service	_____
Morning Worship	_____	Prayer Meeting	_____
Evening Worship	_____	Other	_____

What Christian service has the candidate recently rendered? _____

What are the candidate's practices in life and conduct that are the specific result of his/her Christian convictions? _____

Over what period of time and in what capacity have you known the candidate? _____

List any qualities that you feel would be beneficial for determining the candidate's ability to work in an environment with children _____

Comment on other positive or negative characteristics which identify this candidate _____

Could you suggest another person who could provide a detailed reference? _____

Name _____

Position _____

Address _____

Phone _____

Date _____

REQUEST FOR PROFESSIONAL REFERENCE

_____ has applied for a position at

**Bethel Christian Academy
12901 Pleasant Valley Road
Parma, Ohio 44130
440-842-8575**

We would appreciate your concise statement of the following characteristics of the above named candidate, as well as your candid remarks. We will appreciate your prompt response by return mail. Thank you for your consideration and time.

What has your association been with this candidate? _____

Please rate each quality or factor according to the following scale:

1 Outstanding 2 Superior 3 Good 4 Fair 5 Poor

PERSONAL

___ Appearance
___ Poise
___ Courtesy and tact
___ Enthusiasm
___ Use of correct English
___ Emotional stability

INSTRUCTIONAL PROFICIENCY

___ Mastery of subject matter
___ Lesson planning
___ Stimulates pupil interest
___ Variety in classroom procedures
___ Use of teaching techniques and aids
___ Provides for individual needs

PROFESSIONAL

___ Promptness
___ Initiative
___ Cooperativeness
___ Dependability
___ Industry

CLASSROOM MANAGEMENT

___ Skill in directing and controlling students
___ Skill in promoting class cooperation and interest
___ Ability to handle problems
___ Attention to routine duties

List any character qualities that you feel would be beneficial for determining if the candidate should work with children _____

Comment on other positive or negative characteristics which identify the above candidate _____

Name _____

Position _____

Address _____

Phone _____

Date _____