

**Personal Reference Form**

Our school has received an application for a teaching position from:

\_\_\_\_\_

We would appreciate your comments on the applicant's ability and suitability to fill this position. We will keep your reference confidential. Please seal and post or e-mail this reference form back to BCA. Thank you for your help.

Your name: \_\_\_\_\_ Relationship to the applicant: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Please provide the name, and phone number or email address of one other reference we could contact with regard to this applicant.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Has this applicant demonstrated a strong commitment to Christian living?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would he / she be a good Christian role model for students?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there areas of concern that would affect this applicant's effectiveness as a Christian teacher and role model?

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**A. Applicant's Ability to Interact in Relationship**

Please write the number that most closely applies to this candidate:

**1** – Always, **2** – Often, **3** – Rarely, **4** – Never, **5** - No Opportunity to Observe

**This person is:**

- a. withdrawn
- b. timid
- c. reluctant to express an opinion
- d. vivacious
- e. thoughtful of others' needs
- f. critical of others/colleagues
- g. complaining
- h. supportive of authority
- i. honest and fair
- j. sensitive to the feelings of others
- k. patient with others
- l. self controlled in all circumstances
- m. easily depressed

**B. Applicant's Relationship to the Work Environment**

Please write the number that most closely applies to this candidate:

**1** – Always    **2** – Often    **3** – Rarely    **4** – Never    **5** - No Opportunity to Observe

**Does this person?**

- \_\_\_ a. Present creative ideas
- \_\_\_ b. Contribute to a positive work environment
- \_\_\_ c. Work collaboratively
- \_\_\_ d. Relate to young people / children
- \_\_\_ e. Listen and respond to the opinions of others
- \_\_\_ f. Behave rationally when under stress
- \_\_\_ g. Initiate positive ideas and activities for the benefit of others
- \_\_\_ h. Demonstrate willingness to accept a range of responsibilities
- \_\_\_ i. Demonstrate energy and enthusiasm
- \_\_\_ j. Demonstrate a positive attitude to life
- \_\_\_ k. Have a sense of humor
- \_\_\_ l. Adjust to new situations

Should Bucharest Christian Academy have any reservations about hiring this applicant?

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Additional comments?

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Thank you for your assistance!