

**Personal Reference Form**

Our school has received an application from \_\_\_\_\_ for the position of: \_\_\_\_\_.  
(position title)

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? \_\_\_\_\_

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 role model in an international community?

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

**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- \_\_\_ a. withdrawn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

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

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**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

Additional comments?

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Please list the names and e-mail addresses of two other people who know this applicant well. They maybe contacted for additional references.

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Thank you for your assistance!

Str. Vasile Voiculescu Nr. 26  
Sector 3, Bucharest  
Romania

Phone: 011-4-021-323-5887  
Fax: 011-4-021-323-5999  
E-Mail: director@BCAromania.org