

## Professional Reference Form

Our school has received an application from: \_\_\_\_\_

for the position of \_\_\_\_\_.

We would appreciate your opinion on the applicant's ability to fill this position. The applicant has agreed that we have the right to keep your reference confidential. Thank you for your honest assessment of their skills and abilities.

Your name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of church/business/organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Daytime: (\_\_\_\_\_) \_\_\_\_\_ Evenings: (\_\_\_\_\_) \_\_\_\_\_

Position(s) held by applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of service: \_\_\_\_\_ [ ] Full time [ ] Part time

Reason for leaving (if applicable):  
\_\_\_\_\_

Would you have any reservations about rehiring this applicant? \_\_\_\_\_

How would you rank this person as compared to others that you have supervised?

[ ] Top 5% [ ] Next 20% [ ] Middle 50% [ ] Low 25%

## **A. WORK PERFORMANCE**

Please write the number that most closely applies:

**1** – Outstanding, **2** – Above Average, **3** – Satisfactory, **4** – Improvement Needed,  
**5** – No Opportunity to Observe

- \_\_\_ a. Evidences initiative (sees what needs to be done and does it)
- \_\_\_ b. Works in harmony with colleagues
- \_\_\_ c. Demonstrates knowledge and skills necessary for position
- \_\_\_ d. Communicates and relates effectively with employer/supervisor
- \_\_\_ e. Uses work time efficiently
- \_\_\_ f. Seeks advice when needed and exhibits a desire to learn
- \_\_\_ g. Serves with a cheerful attitude
- \_\_\_ h. Possesses a teachable spirit (able to receive and learn from constructive feedback)
- \_\_\_ i. Is reliable and dependable in carrying out assigned tasks
- \_\_\_ j. Is accurate and prompt in record keeping and in responding to communication

## **B. PROFESSIONALISM**

Please write the number that most closely applies:

**1** – Outstanding, **2** – Above Average, **3** – Satisfactory, **4** – Improvement Needed,  
**5** – No Opportunity to Observe

- \_\_\_ a. Follows ethical and professional practices
- \_\_\_ b. Interacts sensitively with colleagues, customers/clients, administrative and support staff, and community
- \_\_\_ c. Handles conflict in a biblical manner
- \_\_\_ d. Shows support for authority
- \_\_\_ e. Is punctual to work each day and misses very few days of work
- \_\_\_ f. Makes good decisions after considering necessary information
- \_\_\_ g. Dresses appropriately within the dress code guidelines

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

---

---

Additional comments:

---

---

---

---

---

Please provide the name and email address of two other references we could contact with regard to this applicant.

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Please return this form to BCA (via post or email), not to the applicant.

Thank you for your assistance!