

EMPLOYER'S RECOMMENDATION FORM

Please complete the first section of this recommendation, and then give it to your former employer. No action will be taken on your application until this form is received.

To Be Completed by Applicant:

I am authorizing the release of the following information to be considered in my application for employment to Citrus Park Christian School and understand that the School will hold the information in confidence. I understand that the person completing the information below will mail this questionnaire to Citrus Park Christian School.

Signature of Applicant

Applicant's Name (please print)

Address

City

State

Zip

To Be Completed by the Person Recommending Applicant:

Our school has received an application for a teaching position from the above applicant. We would appreciate your opinion on the applicant's character, personality, and ability to fill this position. The applicant has also agreed that we have the right to keep your reference confidential. Thank you for your help.

Reference's Name: _____

Name of Organization: _____

Address: _____

Phone: Daytime (____) _____

Evenings (____) _____

How long have you known the applicant? _____

What relationship do you have with this applicant? _____

List character and personality strengths: _____

List character and personality weaknesses: _____

Position(s) held by applicant: _____

Dates of Service: _____

Full-time _____

Part-time _____

Reason(s) for Leaving: _____

Would you have any reservations about rehiring this applicant? _____

Please circle the appropriate number corresponding to the following:

1 – Outstanding
2 – Above Average

3 – Satisfactory
4 – Improvement Needed

5 – No Opportunity to Observe

TEACHER PERFORMANCE:

A. Provides for biblical integration in subject areas	1	2	3	4	5
B. Is consistently thorough in lesson planning and in securing necessary materials	1	2	3	4	5
C. Uses a variety of teaching techniques and resources	1	2	3	4	5
D. Demonstrates a knowledge of subject matter	1	2	3	4	5
E. Understands and relates effectively to student needs/maturity	1	2	3	4	5
F. Exhibits ability to arouse interest and to stimulate intellectual growth	1	2	3	4	5
G. Is fair, firm and consistent with students	1	2	3	4	5
H. Maintains effective classroom control	1	2	3	4	5
I. Develops appropriate relationships with students	1	2	3	4	5
J. Maintains voice control in the classroom	1	2	3	4	5
K. Provides a well-organized, attractive classroom	1	2	3	4	5

PROFESSIONALISM:

A. Follows ethical and professional practices	1	2	3	4	5
B. Develops appropriate relationships with administration, staff & parents	1	2	3	4	5
C. Is assertive and authoritative as a staff member at appropriate times	1	2	3	4	5
D. Accepts and acts upon supervisory guidance	1	2	3	4	5
E. Follows through on assignments	1	2	3	4	5
F. Is accurate and prompt in record keeping and in responding to communications	1	2	3	4	5
G. Is punctual at post of duty	1	2	3	4	5
H. Makes good decisions after considering necessary information	1	2	3	4	5
I. Is a builder of loyalty and goodwill to the employer	1	2	3	4	5
J. Maintains neat, appropriate appearance	1	2	3	4	5
K. Displays emotional stability	1	2	3	4	5

On a scale of 1-10, with 10 being the highest and 1 being the lowest, please rate your over-all satisfaction level with this person's work performance:

REFERENCES: Please provide the names, addresses, and phone numbers if possible, of two additional individuals who know the applicant and may be able to provide reference.

1. _____

2. _____
