

FOUNDATION PREPARATORY ACADEMY

EMPLOYEE REFERENCE FORM

TYPE OF REFERENCE: Personal

To the Applicant: Please print in ink or type first page information. Give entire form to references. (Make copies as needed)

Applicant's Name _____

Applicant's Address _____
Street City State Zip

Position for which you are applying _____

I hereby waive my right to have access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application for employment at Foundation Preparatory Academy. I also give my permission to the individual named in the document as a reference, to release his or her personal information and opinions of me to Foundation Preparatory Academy.

I hereby release, discharge, and hold harmless Foundation Preparatory Academy, its agents or representatives, and the individual named in this document as a reference, from any and all liability of every nature and kind arising out of the furnishing, inspection, and use of such personal information and opinions.

Signature of Applicant

Date

To the Referent: Thank you for taking the time to give your honest evaluation of this applicant. It will help the Head Administrator understand the applicant's potential qualifications for employment at Foundation Preparatory Academy. You are welcome to provide further statements or explanations on a separate sheet of paper. We sincerely appreciate your timely attention to this matter.

Name _____ Date _____

Address _____
Street City State Zip

Phone (____) _____ Title or Position _____

**Please send the completed reference
form to:
Foundation Preparatory Academy
ATTN: Administration
PO Box 488
Lake Jackson, TX 77566**

Applicant's Name _____

Employee Reference Form: Personal

FOUNDATION PREPARATORY ACADEMY

Name of Referent: _____

Position or title: _____

School, Firm, Church, etc.: _____

Mailing Address: _____

City/State/Zip: _____

Phone number: _____

Signature of Referent: _____ Date: _____

1. How long have you known the applicant?

2. In what capacity have you known the applicant?

3. How would you describe the applicant's character and Christian witness, including the witness of his or her lifestyle?

4. In what situations have you observed this person succeed?

Applicant's Name _____

Employee Reference Form: Personal

5. What do you see as this person's passion?

6. How would you describe the applicant's skills in relating to elementary/secondary students?

7. What do you consider to be the applicant's principal character, personality strengths and spiritual gifts?

8. Would you say this person is teachable, open to growth? In what ways do you see this?

Applicant's Name _____

Employee Reference Form: Personal

FOUNDATION PREPARATORY ACADEMY

9. How would you describe the applicant's character in the following areas?

(1 being very poor and 5 being very good; please circle NO/NC for either not observed or no comment)

| | | | | | | | |
|----|---|---|---|---|---|-------|---|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional ethics |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Relationships with colleagues |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | General responsibility |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Record-keeping skills |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Sound judgment |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional loyalty |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Personal appearance |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC | Punctuality |
| i. | 1 | 2 | 3 | 4 | 5 | NO/NC | Capable of keeping information confidential |
| j. | 1 | 2 | 3 | 4 | 5 | NO/NC | Initiative |
| k. | 1 | 2 | 3 | 4 | 5 | NO/NC | Responsiveness to legitimate authority |
| l. | 1 | 2 | 3 | 4 | 5 | NO/NC | Teachable and general interest in professional growth |

10. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities that would have a bearing on the probable quality of his or her ministry in a Biblically-centered Christian school?