

CONFIDENTIAL

Applicant's Section - (to be filled out before giving to reference)

Applicant's Name _____

Applicant's Address _____

Position applying for _____

Reference's Name _____ Position _____

I am seeking employment at Haven Christian Academy. I give the above named reference permission to honestly complete this letter of recommendation for Haven Christian Academy. I give the above named reference permission to discuss this information personally with the administrator in place of filling out this letter. If a personal discussion is better, please complete the bottom back of this form with your phone number and an administrator from HCA will contact you. Thank you!

Applicant's signature waives their right of access to this reference!

Applicant's Signature _____ Print Name _____ Date _____

Questionnaire

Please circle the number that best describes the above named applicant.

1= POOR	2 = AVERAGE	3 = ABOVE AVERAGE	4 = SUPERIOR	NA = NOT OBSERVED
1. Motivation	1 2 3 4 NA	13. Flexibility	1 2 3 4 NA	
2. Integrity	1 2 3 4 NA	14. Cooperation	1 2 3 4 NA	
3. Spiritual Maturity	1 2 3 4 NA	15. Respect authority	1 2 3 4 NA	
4. Responsibility	1 2 3 4 NA	16. Follows directions	1 2 3 4 NA	
5. Emotional stability	1 2 3 4 NA	17. Behavior in church	1 2 3 4 NA	
6. Biblical knowledge	1 2 3 4 NA	18. Leadership ability	1 2 3 4 NA	
7. Consideration of others	1 2 3 4 NA	19. Ability to concentrate	1 2 3 4 NA	
8. Relationship with students	1 2 3 4 NA	20. Self-discipline	1 2 3 4 NA	
9. Understanding authority	1 2 3 4 NA	21. Commitment to church		
10. Professional Appearance	1 2 3 4 NA	program	1 2 3 4 NA	
11. Punctuality	1 2 3 4 NA	22. Peer Relationships	1 2 3 4 NA	
12. Performance of Duties	1 2 3 4 NA	23. Parent Relationships	1 2 3 4 NA	

Over Please

Please answer the following questions honestly:

1. How long have you known the applicant? _____
2. In what capacity did you have a relationship with the applicant? _____
3. What three adjectives best describe this applicant? _____
4. Does this individual give testimony of knowing Christ as his personal Savior? _____ YES _____ NO
5. Does this individual display the gifts and talents necessary for the position applying for? _____ YES _____ NO
6. To your knowledge is the individual currently or recently involved with a controlled substance? _____ YES _____ NO _____ Unknown
7. Would you employ or hire this applicant? _____ YES _____ NO _____ Conditionally - Explain below
8. Over all how would you recommend this individual for employment at Haven Christian Academy?
_____ Not at all _____ With reservations _____ Mildly _____ Strongly _____ Enthusiastically

Comments: Please use this space to explain any of your above answers or for any additional comments you may wish to make.

Signature of person completing the form _____ Title _____ Date _____

Print name of person completing the form _____ Phone _____

(Please return to the above school address sealed and marked "Attention Administrator")