

WESTLAKE CHRISTIAN ACADEMY

PROFESSIONAL REFERENCE



The individual named above has completed an application for a position with our school and included your name as a reference. In the interest of providing the best education for the children of this school, please provide your frank and honest opinion of the applicant. Please fax or mail it to the attention of the Administrator of Westlake Christian Academy.

Name of Applicant _____ Position Desired _____

1. How long have you known this applicant? _____
2. In what capacity do you know this applicant? _____
3. What words could you use to describe this applicant? _____
4. What positive contributions would this applicant be likely to make at our school? _____

5. Would you hire (or rehire) this person? Yes No With reservation

Please check appropriate boxes	Excellent	Good	Average	Poor	Unknown
INTEGRITY: Honest, truthful, above reproach					
JUDGMENT: Common sense, clear thinking, ability to draw sound conclusions, tactful					
DEPENDABILITY: Responsible, prompt, reliable					
WORK HABITS: Mannerly, neat, organized, courteous					
COMPETENCE: Effective, proficient, qualified to perform in position desired					
CONFIDENTIALITY: Trustworthy, appropriate with sensitive information, non-gossip					
PEER RELATIONS: Works well with others, team player, cooperative, not domineering					
DEMEANOR: Works well under pressure, positive attitude					
COMMUNICATION: Can effectively communicate in oral and written forms					
LEADERSHIP: Has leadership ability with students and parents; demonstrates initiative					

Please provide any additional comments on the reverse side of this form.

Your printed name _____ Telephone _____

Organization _____

Address _____ City _____ State _____ Zip _____

Your signature _____ Date _____

Please list another individual who knows this applicant well and could serve as a secondary reference.

Print name _____ Telephone _____