

# Heritage Christian School PROFESSIONAL REFERENCE FORM

**APPLICANT: If possible, complete the following and sign before distributing this form.**

I waive my right to view this completed form.  Agree  Disagree Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Position Applying for: \_\_\_\_\_

**REFERENCE INSTRUCTIONS:** In the interest of providing the best education for the students of this school, please provide your frank and honest opinion of the applicant named above by completing the questions below. Please fax (317-942-0720) or mail to: Heritage Christian School Attn: Human Resources 6401 E. 75<sup>th</sup> St. Indianapolis, IN 46250. **Thank you!**

Applicant Name: \_\_\_\_\_ Date \_\_\_\_\_

Your Printed Name \_\_\_\_\_ Your signature \_\_\_\_\_

Your school or company name \_\_\_\_\_ Your title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

How long have you known this applicant? \_\_\_\_\_

In what capacity do you know this applicant? \_\_\_\_\_

What words could you use to describe this applicant? \_\_\_\_\_

What positive contributions would this applicant be likely to make at our school? \_\_\_\_\_

Would you hire (or rehire) this person?  Yes  No If no, why not: \_\_\_\_\_

Please check appropriate boxes	Excellent	Good	Average	Poor	No Basis for Judgment	Comments
<b>INTEGRITY:</b> Honest, truthful, above reproach						
<b>JUDGMENT:</b> Common sense, clear thinking, ability to draw sound conclusions, tactful						
<b>DEPENDABILITY:</b> Responsible, prompt, reliable						
<b>WORK HABITS:</b> Mannerly, neat, organized, courteous						
<b>COMPETENCE:</b> Effective, proficient, qualified to perform in position desired						
<b>CONFIDENTIALITY:</b> Trustworthy, appropriate with sensitive information, non-gossip						
<b>PEER RELATIONS:</b> Works well with others, team player, cooperative, not domineering						
<b>DEMEANOR:</b> Works well under pressure, positive attitude						
<b>COMMUNICATION:</b> Can effectively communicate in oral and written forms						
<b>LEADERSHIP:</b> Has leadership ability with students and parents; demonstrates initiative						

**Additional Comments:** \_\_\_\_\_

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

Print name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_