



# SAN ANTONIO CHRISTIAN SCHOOL

## Executive Office

Human Resource Department

*To partner with families to provide students a Christ-centered education while fostering a life of faith and service.*

19202 Redland Rd., Bldg. Z • San Antonio, TX 78259-3301 • 210.248.1643 • Fax: 210.248.1648 • [www.sachristian.org](http://www.sachristian.org)

### EMPLOYER REFERENCE FORM

Our school has received an application for a \_\_\_\_\_ position at San Antonio Christian Schools from \_\_\_\_\_ and 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.

*John Watson*  
Superintendent

How long have you known the applicant and in what capacity? \_\_\_\_\_

Position(s) held by applicant \_\_\_\_\_

Dates of service \_\_\_\_\_  Full Time  Part Time

Reason for leaving \_\_\_\_\_

Is there a performance evaluation for this individual?  Yes  No

If yes, what problems, if any, are noted? \_\_\_\_\_

How would you rate this applicant's as a good Christian role model?  Excellent  Average  Below Average

How would you rate the applicant's dependability, attendance, punctuality?  Excellent  Average  Below Average

How would you rate the applicant's poise, personality, maturity?  Excellent  Average  Below Average

How would you rate the applicant's cooperation and rapport with others?  Excellent  Average  Below Average

How would you rate the applicant's loyalty?  Excellent  Average  Below Average

How would you rate the applicant's commitment to profession?  Excellent  Average  Below Average

How would you rate the applicant's ability to deal with conflict?  Excellent  Average  Below Average

How would you rate the applicant's judgement?  Excellent  Average  Below Average

Would you hire or rehire this applicant?  Yes  No

Are there any areas in which the applicant could improve in their performance? \_\_\_\_\_

***Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. We ask these questions on all reference checks.***

Has anyone, to your knowledge, ever brought a civil or criminal charge against the applicant, alleging physical or sexual abuse by the applicant?  Yes  No

Did you, as the applicant's employer, ever discipline or reprimand this person for any reason related to physical or sexual abuse, or sexual impropriety?  Yes  No

Do you have any reason to believe that the applicant should not be working around children, those in need of counsel, or any other individual?  Yes  No

Do you have any reason to believe that the applicant is not totally honest or that the applicant cannot be trusted in handling funds?  Yes  No

For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant?  Yes  No



Our school is an accredited member of the  
Association of Christian Schools International  
TEPSAC / OPSAC / NCPA approved

*San Antonio Christian Schools does not discriminate on the basis of race, color, gender, national, or ethnic origin.*



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### FOR TEACHING APPLICANTS ONLY

Please describe the applicant's classroom management/teaching style. \_\_\_\_\_

How would you rate the applicant's ability to set realistic goals for students?  **Excellent**  **Average**  **Below Average**

How would you rate the applicant's instructional organization?  **Excellent**  **Average**  **Below Average**

How would you rate the applicant's knowledge of their subject matter?  **Excellent**  **Average**  **Below Average**

How would you rate the applicant's classroom management and discipline?  **Excellent**  **Average**  **Below Average**

How would you rate the applicant's understanding of children and youth?  **Excellent**  **Average**  **Below Average**

How would you rate the applicant's innovative use of current trends, methods, and technology in the classroom?

**Excellent**  **Average**  **Below Average**

Comments? If you would prefer, you may call me at 210-340-1864 x414: \_\_\_\_\_

Thank you for your help and cooperation!

\_\_\_\_\_  
Employer Name/Title

\_\_\_\_\_  
School/Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date



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