

LUCAS CHRISTIAN ACADEMY

505 West Lucas Road • Lucas, TX 75002 • 972-429-4362 • 972-429-5141 (FAX)

Web Site: www.LucasChristianAcademy.com • E-mail: office@lucaschristianacademy.com

EMPLOYEE REFERENCE FORM

TYPE OF REFERENCE (please circle one):	Personal	Professional	Church-Related
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To The Applicant: Please print in ink or type all information in this section. Give this form to your reference with a stamped envelope addressed to Lucas Christian Academy.

Full Name: _____

Address: _____

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 Lucas Christian Academy. I also give my permission to the individual named in this document as a reference, to release his or her personal information and opinions of me to Lucas Christian Academy.

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

Signature of Applicant: _____ Date: _____

To The Reference: Thank you for taking the time to give your honest evaluation of this applicant. It will help the Administration and/or Faculty Development Committee to understand the applicant's potential qualifications for ministry at Lucas Christian Academy. Please feel free to call the school at 972-429-4362 if you have any questions regarding this form. Also, you are welcome to provide further statements or explanations on a separate sheet of paper, should you feel a need to do so. We sincerely appreciate your timely attention to this matter.

Name of reference: _____

Position or Title: _____

School, Firm, Church, etc. _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Signature of Reference: _____ Date: _____

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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. How would you describe the applicant's skills in relating to elementary/secondary students?
5. What do you consider to be the applicant's principle character and personality strengths?
6. What would you identify as the applicant's main growth need(s)?
7. If you have had an opportunity to observe the applicant in a teaching situation, how would you rate his or her abilities in the following areas (1 being very weak and 5 being very strong)? Please circle NO/NC for either not observed or no comment.
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|----|---|---|---|---|---|---|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC Thoroughness in lesson planning |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC Flexibility of instructional technique |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC Knowledge of the subject matter |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC Ability to relate to the students at their level of ability and maturity. |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC Ability to motivate students |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC Classroom management (i.e., discipline) |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC Development of rapport with students |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC Organization |
8. How would you describe the applicant's professionalism and professional growth potential in the following areas (1 being very poor and 5 being very good)?
- | | | | | | | |
|----|---|---|---|---|---|--|
| 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 Responsiveness to legitimate authority |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC General responsibility |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC Record-keeping skills |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC Sound judgment |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC Professional loyalty |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC Personal appearance |
| i. | 1 | 2 | 3 | 4 | 5 | NO/NC Punctuality |
| j. | 1 | 2 | 3 | 4 | 5 | NO/NC Teachability and general interest in professional growth |
| k. | 1 | 2 | 3 | 4 | 5 | NO/NC Initiative |
9. 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?