

French Camp Academy, a Christ-centered home and school, exists to serve young people and families for the glory of God.



Applicant Reference Information Form – Recent Employer

To be completed by a work supervisor or teacher, if no employer.

Applicant's Name _____ Position applying for _____ <i>I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.</i> Applicant's signature _____ Date _____
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The above named person is applying for employment at French Camp Academy. The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and characteristics.

The early return of this form will be appreciated as it will expedite the processing of this candidate's application. Any information which you may give us will be regarded as strictly confidential. Please send this form directly to French Camp Academy. Please refer to address on back.

How long have you known the applicant? _____ In what capacity? _____

Is the applicant a Christian? _____ Has the applicant ever shared his/her personal commitment with you? _____

What was the nature of work (classroom assignments) done by the applicant?

What was the attitude of the applicant towards his/her work (course in school)?

Please list one strength and one weakness of the applicant.

Was there willingness to learn? _____

Would you re-hire this person? _____

Please grade the applicant on the following characteristics and traits:

1 – superior, 2 – above average, 3 – average, 4 – weak in that area.

- | | | |
|---|--|-------------------------------------|
| ____ Personal Grooming | ____ Sense of Humor | ____ Willingness |
| ____ Tact | ____ Initiative | ____ Attitude toward Authority |
| ____ Dependability | ____ Courtesy | ____ Attitude toward Hard Work |
| ____ Judgment | ____ Initial Impression | ____ Public Speaking Ability |
| ____ Punctuality | ____ Ability to Make Friends | ____ Honesty and Personal Integrity |
| TEACHERS ONLY: ____ Classroom Management | ____ Organizational Skills | |
| ____ Appropriate relationships with students | ____ Ability to communicate subject matter with students | |

Please indicate which statement best describes the applicant in relation to each characteristic listed below:

	Most of the Time	Some of the Time	Not Often	Hardly Ever
Able to follow instructions				
Loyal				
Outgoing and friendly				
An able leader of others				
Consistent in Christian testimony				
Disciplined in personal habits				
Enthusiastic				
Well organized				
Emotionally stable				
Able to adjust to different situations				
Able to cope with others' problems				
Able to work without close supervision				
Able to work in team situation				
Easily offended				
Inclined to criticize others				
Moody				

Would you consider the applicant qualified to counsel your child or teenager? _____

Please check your choice of recommendation:

- I strongly recommend
- I recommend
- I recommend with some reservation
- I do not recommend

Additional Comments:

Please give the name of one other person that knows the applicant well:

Name _____ Position _____

Address _____ Phone _____

Your Name (please print) _____ Date _____

Address _____ City, State, Zip _____

Phone _____ Position/Organization _____

Please send form to:

Human Resource Department
 French Camp Academy
 One Fine Place
 French Camp, Ms. 39745

Thank you for your assistance.

Brittany Henderson
 Department of Human Resources
 b.henderson@frenchcamp.org