

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 – Personal Friend

To be completed by a personal friend non-family member.

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 _____

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? \_\_\_\_\_

As a Christian school-home, French Camp Academy staff become role models for the students. How would the applicant be a Christian role model in his/her marriage and parenting?

Please list one strength and one weakness of the applicant.

Are you recommending the applicant because of what he or she can contribute to our ministry?

or because of what we can do for him/her? \_\_\_\_\_ or both? \_\_\_\_\_

### 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	

**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

Please give your opinion on this applicant's over all suitability to work in a ministry setting such as French Camp Academy.

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