



SANTIAGO CHRISTIAN SCHOOL EMPLOYMENT REFERENCE FORM

Part 1 (To be completed by the applicant)	
Name of applicant	Date
Position being applied for	

Part 2 (To be completed by the reference)		
We have received an application for employment for a teaching position from the above applicant and would appreciate your opinion on the applicant's character, personality, and ability to fill the position specified above.		
Name of reference	Relationship to applicant	
Address	Telephone	Email Address

How long have you known the applicant and in what capacity (e.g. employer, professional, pastor, teacher, friend)?
List main character and personality strengths.

Please check appropriate response						
Professional	Unaccept able	Fair	Average	Good	Excellent	Not Observed
Adaptable to new situations/ideas						
Work ethic						
A team player						
Reliable						
Organizational skills						
Punctual						
Leadership skills						
Self-control and poise						
Initiative						
Role model for students						
Professional appearance						
If you were asked to have this person as a co-worker for several years, how would you respond?						
Personal	Unaccept able	Fair	Average	Good	Excellent	Not Observed
Loyalty						
Sound judgment						
Financial management						
Sensitivity to the needs of others						
Willingness to serve						
Christian lifestyle						

Describe how the candidate responds in stressful situations. Give a specific example if possible.

Spiritual Maturity

How have you seen this candidate's Christian commitment evidenced in his/her daily life?

Are there character or personality weaknesses that diminish this applicant's effectiveness as a Christian role model?

Please provide any information you can, concerning home conditions and family background that bears upon this person's suitability for employment in a Christian school in a third world setting.

Other comments on the spiritual maturity of this candidate.

REFERENCES: Please provide the names and addresses of one or two additional individuals who know the applicant and may be able to give a sound appraisal of this person.

Name	Relationship to Applicant
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Address

Signature: _____ Date: _____

Please sign and send this reference form electronically or by fax. Electronic signatures are acceptable.

Our mail service takes up to four weeks to arrive which can hinder the application process.

Email: employment@scs.edu.do

Fax number: 809-570-6145

Attn: Advancement Coordinator