



# WESTLAKE

## CHRISTIAN ACADEMY

## PROFESSIONAL REFERENCE

The individual named below has applied for a position at Westlake Christian Academy in Grayslake, Illinois. In the interest of providing the best education for the children of this school, please provide your frank and honest opinion of the applicant. Section one should be completed by the applicant. Sections two and three should be completed by the reference and then emailed to [info@westlakechristian.org](mailto:info@westlakechristian.org).

### SECTION ONE: APPLICANT INFORMATION

Full Name :

Position Desired:

Date:

☐

I waive my right to view this completed form.

☐

I do not waive my right to view this completed form.

### SECTION TWO: REFERENCE INFORMATION

Full Name:

Phone:

Email:

Street:

City:

State:

Zip Code :

Please list another individual who knows this applicant well and could serve as a secondary reference.

Name:

Email:

### SECTION THREE: REFERENCE

How long have you known the applicant?

In what capacity do you know this applicant?

What words would you use to describe this applicant?

What positive contributions would this applicant be likely to make at our school?

Would you hire (or rehire) this person?

☐

YES

☐

NO

☐

WITH RESERVATION



PLEASE CHECK THE APPROPRIATE BOXES	EXCELLENT	GOOD	AVERAGE	POOR	UNKNOWN
INTEGRITY: Honest, truthful, above reproach					
JUDGMENT: Common sense, clear thinking, ability to draw sound conclusions, tactful					
DEPENDABILITY: Responsible, prompt, reliable					
WORK HABITS: Mannerly, neat, organized, courteous					
COMPETENCE: Effective, proficient, qualified to perform in position desired					
CONFIDENTIALITY: Trustworthy, appropriate with sensitive information, non-gossip					
PEER RELATIONS: Works well with others, team player, cooperative, not domineering					
DEMEANOR: Works well under pressure, positive attitude					
COMMUNICATION: Can effectively communicate in oral and written forms					
LEADERSHIP: Has leadership ability with students and parents; demonstrates initiative					

#### ADDITIONAL COMMENTS:

Signed:

Date: