



Grove Christian Academy

P.O. Box 293
Hernando, MS 38632

PROFESSIONAL REFERENCE FORM INSTRUCTIONS

To the Applicant:

Place your name in the space provided below and sign the waiver if you agree to waive your right to read this evaluation. Hand deliver or mail the printed form to the two individuals you have chosen as professional references. (Instructions for the evaluators are below. They should mail the completed form to the school directly.)

Applicant's Name: _____

Evaluator's Name: _____

I hereby authorize the above named individual to provide the requested information.

Applicant's signature: _____ Date: _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, this applicant, if hired, will have access to the information provided unless he/she waives such access.

I HEREBY WAIVE MY RIGHT OF ACCESS TO THE INFORMATION RECORDED ON THIS FORM.

Signature of applicant: _____ Date: _____

To the Evaluator:

We would appreciate it if you would give us your candid opinion of the applicant. The time you invest in completing this form will be very valuable to us. When complete, please mail all 4 pages of this form to:

Grove Christian Academy
Attn: Brian Dennstaedt, Head of School
P.O. Box 293
Hernando, MS 38632



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Please rate each item below in reference to the applicant:

Personal Qualities	Excellent	Good	Fair	Poor	Not Observed
Physical health					
Dependability with general responsibilities					
Personal commitment to Christ					
Character (integrity & honesty)					
Willingness to put important issues above personal agendas					
Commitment to local church attendance and ministries					
Commitment to his/her family (if applicable)					
Discipline in maintaining good habits					
Initiative and personal responsibility					
Appropriate, mature use of social media					
Commitment to self care (physical, emotional, etc.)					
Attitude is humble and teachable					
Willingness to maintain flexibility					
Solution-oriented, positive approach to challenges					

Professional Qualities	Excellent	Good	Fair	Poor	Not Observed
Ability to stay organized					
Timeliness					
Willingness to abide by workplace policy					
Quality of planning work					
Quality of classroom teaching					
Receptiveness to critique/feedback					
Dependability to complete tasks					
Creativity in the classroom					
Mastery of subject-area content					
Classroom management					
Desire to partner and communicate with parents					
Attention to reports, grades, records, etc.					
Relational Qualities	Excellent	Good	Fair	Poor	Not Observed
Genuine love for students					
Communication skills					
Ability to collaborate in a team environment					
Awareness of others' needs					
Ability to get along with most people					
Avoidance of gossip					
Commitment to encouraging others					

Your responses to the following questions would also be extremely helpful:

How long, how well, and under what circumstances have you known this person?

If this applicant were applying to your school for a similar position, would you hire this applicant? If you have reservations, please explain.

If the applicant doesn't know how to perform a required task, how do they usually respond?

Please include any other remarks, suggestions, or recommendations that you feel may be helpful for us in making a decision.

Evaluator's signature: _____ Date: _____

Occupation/Title: _____

School/Company: _____

Email address: _____ Cell #: _____

We may contact you if we have clarifying questions. Thank you very much!