



Sunshine Bible Academy
 400 Sunshine Drive
 Miller, SD 57362

Voice: 605-853-3071
 Fax: 605-853-3072
 www.sunshinebible.org

Personal Reference Form

This section to be completed by applicant.

I authorize Sunshine Bible Academy and its agents to verify any information related to my application and resume. I also authorize individuals, school, employers and law enforcement or government officials to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so. I also agree that Sunshine Bible Academy has the right to keep your reference confidential.

Printed Name

Signature

The individual above is being considered for employment at Sunshine Bible Academy. We would appreciate your opinion on the applicant's character, personality and ability to fill this position. Please fill in the confidential evaluation of the candidate and return it by mail or fax at your earliest convenience. Thank you for your help.

How long have you known the applicant? _____

In what capacity? (e.g., pastor, teacher, friend) _____

Has this applicant demonstrated a real commitment to Christian living both on and off the job site? Would he/she be a good Christian role model for our students?

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, or other Christian virtues?

Is there a doctrinal position or teaching which the applicant holds that you think might become an issue when working in an Evangelical Non-denominational ministry such as Sunshine Bible Academy? If yes, what?

List main character and personality strengths.

Are there character or personality weaknesses that diminish this applicant's effectiveness as a Christian role model? If yes, describe.

Do you consider the applicant a self-starter, willing to do extra tasks if needed?

Do you believe this person has the ability to engage, motivate, inspire and relate to teenagers? If so, please choose a number which best represents your evaluation...#10 being the highest. _____

Because we put such a high priority on the safety of our students, we ask some pretty direct questions regarding misconduct. (We ask these questions on all reference checks).

Are you aware of any instance in which the applicant sexually harassed another individual or was accused of doing so? Yes No

Has anyone, to your knowledge, ever brought or discussed bringing a civil or criminal claim against the applicant alleging physical or sexual abuse by him/her? Yes No

Do you know if the applicant was ever disciplined or reprimanded for any reason related to physical or sexual abuse, or sexual impropriety? Yes No

Do you have any reason to believe that he/she should not be working around children, those in need of counsel, or any other individual? Yes No

Do you have any reason to believe that he/she is not totally honest or that he/she cannot be trusted in handling confidential information? Yes No

For reasons that you may prefer to keep confidential, should we enlarge our search for the right person for this position beyond this particular applicant? Yes No

Would you be comfortable having the applicant as a mentor for your child? Yes No

Please provide any additional comments you would like to add or you feel may be relevant to our decision.

If you would prefer to discuss by phone, you may call 605-853-3071.

REFERENCE: If possible, please provide the name/address of another individual who knows the applicant.

Your Name: _____ Telephone: _____

Your Address: _____

Thank you for your help!