

Sugar Hill Christian Academy

Employment Reference Form

Name of Applicant _____

Position Applied For _____

Applicant's waiver of right to access confidential statement: I hereby, freely and voluntarily, waive my right of access to any information contained on this recommendation form and agree that the statement shall remain confidential.

Signature of Applicant

Date

The person whose name appears above has filed an application for a position with Sugar Hill Christian Academy. Please give us your opinion of this applicant's personal and professional qualifications. Federal legislation gives the applicant access to education records, including recommendations, unless the applicant has signed the waiver printed above. Thank you for your assistance in providing this assessment.

RECOMMENDATION APPRAISAL OF APPLICANT'S QUALITIES FOR THE ABOVE POSITION

Performance Area	Not observed	Lower 25% Poor	Middle 50% Average	Top 20% Good	Top 5% Superior
WORK HABITS					
Attendance					
Punctuality					
Follow instructions					
Observation of work rules					
Work ethic					
ATTITUDE					
Works well with others					
Shows initiative					
Self confidence					
Exhibits tact and self control					
Attitude toward customers/clients					
PERFORMANCE AND PRODUCTION					
Quality of work					
Knowledge of content					
Teaching practices					
Discipline strategies					
Learns new skills easily					
Shows good judgment					
Promptness, neatness and accuracy with reports and records					

Printed name of person completing this reference _____

Address _____ Phone _____

Signature _____ Title _____ Date _____

Relationship to Applicant:

____ Supervisor ____ coworker ____ other, please explain _____

What was the applicant's position with your organization? _____

How long did you supervise or work with this applicant? _____

Would you feel comfortable with this applicant working around or near your child or other children?

____ Yes ____ No

Should we telephone you for an additional evaluation? ____ Yes ____ No

Please do not return this form to the applicant. Return completed form to the attention of:

Kristi Burlison

Principal

Sugar Hill Christian Academy

4600 Nelson Brogdon Blvd., Sugar Hill, GA 30518

phone 678-745-4121