



Community Christian School

4859 Kerry Forest Parkway
Tallahassee, FL 32309

Phone 850.893-6628
www.ccs-chargers.org

Dear Sir or Madam,

_____ has applied for a position at Community Christian School and has supplied your name as a reference. Please help us by filling out the enclosed reference form and returning it to the school as soon as possible via email (ccs@ccs-chargers.org).

Your response is completely confidential. We also welcome letters of recommendation.

Thank you,

Personnel Department
Community Christian School

I authorize you to provide Community Christian School with information regarding my suitability for employment. I waive and release you and Community Christian School from any and all claims of action as a result of the full disclosure of employment information.

I agree that Community Christian School has the right to keep the enclosed reference confidential.

Signature of Applicant

Date

Personal Reference (for non-employers or non-relatives)

Applicant's Name _____ Position applied for _____

How long have you known the applicant? _____

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

Has this applicant demonstrated a commitment to Christian living both on and off the job site? Would the applicant 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? _____

List main character and personality strengths _____

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

Would you be comfortable having the applicant as a mentor to your child? _____

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

Comments? If you would prefer, you may call me at (850) 893-6628 _____

Reference. Please provide the name and address of another individual who knows the applicant. _____

Your name _____ Phone (____) _____

Address _____

Thank you for your help and cooperation!