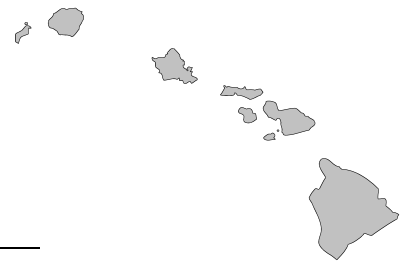




Lanakila Baptist Schools

"Pursuing Christ and Academic Excellence"



Professional Reference Form

Our school has received an application for a teaching position from _____ and we would appreciate your opinion on the applicant's character, personality, and ability to fill this position. Attached is a signed authorization form whereby the applicant releases you from liability if you provide this reference. The applicant has also agreed that we have the right to keep your reference confidential. Information may be mailed or faxed to our Waipahu campus at: 94-1250 Waipahu, Hawaii 96797. FAX (808) 677-0731, attention School President/Director of Hiring. Thank you for your help.

School President/Director of Hiring

Date

Name of Reference Provider: _____

Address: _____

Phone: Daytime(_____) _____ Evening (_____) _____

Position(s) held by applicant: _____

Dates of service: _____ Full time Part time

Reason for leaving: _____

Is there a performance evaluation for this individual? What are the ratings on the form? Are any problems noted?

Did this individual ever receive a written or verbal employment warning? Yes No

→over

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 of all reference checks.

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

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

Did you, as his/her employer, ever discipline or reprimand him/her 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 funds? Yes No

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

Please provide both positive and negative comments on this person regarding anything that you feel we should know.

Do you believe that 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?

Please list main character and personality strengths:

REFERENCES: Please provide the name and address of an additional individual who knows the applicant and may be able to provide information about him or her.

Please apply the number that is most appropriate to the following statements:

1 – Outstanding; 2 – Above Average; 3 – satisfactory; 4 – Improvement Needed; 5 – No Opportunity to Observe

_____ Follows ethical and professional practices

_____ Is punctual at post of duty

_____ Develops appropriate relationships with administration and staff

_____ Makes good decisions after considering necessary information

_____ Is assertive and authoritative as a staff member at appropriate times

_____ Is a builder of loyalty and goodwill to the employer

_____ Accepts and acts upon supervisory guidance

_____ Maintains neat, appropriate appearance

_____ Follows through on assignments

_____ Displays emotional stability

_____ Is accurate and prompt in record keeping and in responding to communications

Thank you for your help and cooperation.