



Grace Christian Academy
A Ministry of Grace Baptist Church
5914 Beaver Ridge Road • Knoxville, TN 37931
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Elem/MS Fax 865.342.3827 • HS Fax 865.531.2574
www.gracechristianrams.org

NON-TEACHING REFERENCE

Applicant _____

The above named person has applied and is being considered for a position at Grace Christian Academy. We ask that you kindly give your most candid opinion of him/her, as it is extremely important to the program of the school that only qualified, stable and totally committed persons be employed. We deeply appreciate this courtesy, and shall consider the information contained in this reference to be strictly confidential. Your prompt reply will help us considerably.

GENERAL QUESTIONS:

1. How long have you known the applicant? _____
2. Has the applicant been employed under your supervision? _____
3. If yes, where? _____ How long? _____
4. Have you observed any personality problems? _____
5. If you had a vacancy, would you appoint the applicant to fill that vacancy? _____
6. Do you consider the applicant a loyal individual? _____

GENERAL COMMENTS:

Indicate strengths and weaknesses of the applicant: _____

Are there any situations, present or past, that would preclude the applicant's employment in a Christian school? _____

GENERAL EVALUATION: (Please check one)

	Poor	Fair	Good	Very Good	Excellent
1. Character					
2. Personal Appearance					
3. Dependability					
4. Energy and Enthusiasm					
5. Emotional Stability					
6. Cooperation					
7. Responsiveness to Criticism					
8. General Health					

Would you be comfortable with the applicant working in a school that your children attend?

Your Name _____ Title _____

Signature _____

Please mail or fax the completed reference form to Don Criss at Grace Christian Academy. Thank you.