



6657 W. Ottawa Ave.
 Littleton, Colorado 80128
 (303) 979-4582
 (Fax) (303) 979-3591
 www.fronrangechristian.org

REFERENCE REQUEST

PART 1: To be completed by the applicant.

A. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Front Range Christian School**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release **Front Range Christian School**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Front Range Christian School**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

 Applicant's Name (Print) Date

 Applicant's Signature

PART II: To be completed by the reference.

INDICATE BY A CHECK MARK (✓) YOUR RATING OF THE APPLICANT'S QUALITIES AS LISTED BELOW:							
Qualities	Excellent	Good	Average	Fair	Poor	No Opportunity to Observe	I Choose Not to Respond
Appearance-Grooming							
Health							
Dependability-Attendance-Punctuality							
Responsible Use of Sick Leave							
Poise-Personality-Maturity							
Cooperation							
Loyalty							
Commitment to Profession							
Christian Character							

INDICATE BY A CHECK MARK (✓) YOUR RATING OF THE APPLICANT'S QUALITIES AS LISTED BELOW:

Qualities	Excellent	Good	Average	Fair	Poor	No Opportunity to Observe	I Choose Not to Respond
Understanding of Children and Youth							
Rapport with Colleagues							
Positive Attitude and Enthusiasm							
Emotional Stability and Maturity							
Judgment							
Handles Change in a Positive Manner							
Stress Tolerance							
Oral Communication							
Written Communication							
Potential for Success in Position Desired							

FOR TEACHING POSITIONS ONLY:

Qualities	Excellent	Good	Average	Fair	Poor	No Opportunity to Observe	I Choose Not to Respond
Ability to Set Realistic Goals for Students							
Ability to Motivate Students							
Instructional Organization							
Knowledge of Subject Matter							
Innovative Use of Current Trends & Methods							
Classroom Management-Discipline							

In what capacity did you have contact with the applicant? (principal, professor, etc.) _____

What position did the applicant hold in the school or organization? _____

Name of school or organization: _____

Dates of contact: From: _____ to: _____
Month/Day/Year Month/Day/Year

If considering this person for a position, would you (check one):	
1. Employ without looking further	<input type="checkbox"/>
2. Consider strongly, but look at additional applicants?	<input type="checkbox"/>
3. Not Consider for employment?	<input type="checkbox"/>
4. Look at additional applicants?	<input type="checkbox"/>

Comments: _____

Please return this completed form to:

Front Range Christian School
6657 W. Ottawa Ave.
Littleton, CO 80128
Phone: (720) 922-3269
Fax: (720) 922-3296

 Signature of Reference

 Position

 Date