



VERITAS CHRISTIAN ACADEMY *of* HOUSTON

7000 Ferris Street Bellaire, TX 77401
Office: 713-773-9605 FAX: 713-773-9753
admin@veritasca.org

Employment Confidential Professional Reference Request

Part I to be completed by applicant. WE WILL mail it to the reference.

Name of professional reference: _____ **E-mail:** _____

Full address: _____

Phone number: () -

I hereby authorize all corporations, companies, schools, credit reporting agencies, persons, military services, current and former employers to release orally or in writing any and all information they may have about me to Veritas Christian Academy. Furthermore, I hereby release Veritas Christian Academy, my former employers, references, and all other parties releasing information about me to Veritas Christian Academy from any and all damages, claims, demands, or liabilities arising out of or in any way related to such investigation and disclosure and I agree not to sue them for defamation or any other cause of action based upon any statements they make to Veritas Christian Academy.

I waive all the rights I may have to ever receive a copy of or personally view any written statements or references given to Veritas Christian Academy.

Name of applicant: _____ **Position desired at Veritas:** _____

Signature: _____ **Date:** _____

Part II to be completed by reference:

We appreciate your honest assessment. Your comments will be held in strict confidence.
The applicant form cannot be processed until this form is received in our human resources office.

1. In what capacity and for how long have you known this applicant?

What position did the applicant hold in your school/organization?

Name of School/organization?

Dates of contact: From (mm/yy) _____ to (mm/yy) _____

2. What do you think of the candidate as a teacher/leader?

3. What are the candidate's strong points?

4. What are the candidate's limitations?

5. How would you describe the candidate's work ethic?

6. Are there any other references we could or should contact?

7. Is there anything regarding the applicant or his/her family that will be helpful for the interviewing committee?

8. To your knowledge has the candidate ever been dismissed or asked to resign?

9. Would you hire this person yourself?

Kindly rank from 1 (Poor) to 5 (Outstanding) – Mark N/A if not familiar
 Comment on the candidate's

- Subject matter knowledge
- Relationship with parents
- Track record of student achievement
- Relationship with superiors
- Classroom management skills
- Work ethic and integrity

Additional Comments:

Check one:

Highly recommend Recommend Recommend with reservation Do not recommend

If needed I would be willing to discuss this applicant by telephone. Yes / No

Telephone: _____

Thank you very much for your time and effort!

Signature: _____

Date: _____

Name of Reference: _____

Title: _____

Please return this completed form in the self-addressed envelope or fax it to 713-773-9753.