

The individual named below has applied for a position in our school. Please fill out this Professional Recommendation Form and send to Blackhawk Christian School. All information will remain confidential. Feel free to attach an additional paper if needed.

PROFESSIONAL REFERENCE

Name of Applicant: _____ Position Desired: _____

Name of Reference: _____

1. How long have you known the applicant? _____
2. In what capacity do you know the applicant? _____
3. What words could you use to describe the applicant? _____
4. What positive contributions would this applicant be likely to make at our school? _____

5. Would you hire (or re-hire) the applicant? Yes No If no, please explain: _____

PLEASE PLACE AN "X" IN THE BOX THAT BEST DESCRIBES THIS INDIVIDUAL IN THE FOLLOWING CATEGORIES:

CHARACTERISTICS	EXCELLENT	GOOD	AVERAGE	POOR	UNKNOWN
INTEGRITY: Honesty, truthfulness					
ABILITY: Judgment, common sense					
DEPENDABLE: Responsible					
PERSONALITY: Manners, disposition, tact					
COMPETENCE: Effective, proficient, qualified					
CONFIDENCE: Trustworthy					
PEER RELATIONS: Friendly, team player					
DEMEANOR: Handles stress, builds rapport					
COMMUNICATION: Effectively articulates					
LEADERSHIP: Recognized as a leader					

Additional Comments: _____

Signature of Reference: _____ Phone: _____ Date: _____
Address: _____ City: _____ State: _____ Zip: _____

Please mail or fax this completed form to:
BLACKHAWK CHRISTIAN SCHOOL
 7400 E. State Blvd. * Fort Wayne, Indiana 46815
 ELEMENTARY CAMPUS: (260) 493-7400 X230 FAX 749-8527 * MIDDLE/HIGH CAMPUS: (260) 493-7470 FAX 493-7258
www.blackhawkchristian.org