

Employer / Supervisor Reference Form

I am completing an application for a position with Cathedral Academy and would appreciate your opinion on my character, personality, and ability to fill this position. By my signature below I hereby release you from liability upon providing this reference. I also agree that your reference will be kept confidential. Please complete this form and mail it to Cathedral Academy in the stamped envelope provided. Thank you for your help.

Applicant to complete:

Applicant's printed name _____
Last First MI

Position Desired: _____

Applicant's signature

Date

Reference to complete:

Name: _____ Date: _____

Name of organization: _____

Address: _____

Phone: _____

Daytime (____) _____ Evening (____) _____

Position(s) held by applicant: _____

Dates of service: _____ Full time ☐ Part time ☐

Reason for leaving: _____

Your official relationship to the applicant during the dates of service: _____

Would you have any reservations about rehiring this applicant? _____

To the best of your knowledge, has this applicant demonstrated a real commitment to Christian living both on and off campus? And would he/she be a good Christian role model for our students?

On a scale of 1-10, with 10 the highest and 1 the lowest, please rate your satisfaction level with this person's work performance.

List main character and personality strengths.

Cathedral Academy has developed substantial goodwill and a reputation for integrity among its constituents. As such, we highly emphasize the importance of character and being a Christian role model for all of our employees. In light of this, should we have any reservations whatsoever about hiring this applicant? Please explain.

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

For the position desired, how do you recommend the applicant? ☐ highly favorably ☐ with reservation ☐ not at all

Thank you for your help and cooperation!