Personal Reference

The individual named below has applied for employment with the Advent Christian Child Care Center. I would appreciate you filling out this personal reference sheet and returning it to us as soon as possible. We will hold all information in strictest confidence.

Mail to:

Advent Christian Childcare Center

8079 Studley Road

Mechanicsville, VA 23116

How long have you known this person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what kind of situation have you worked with this person?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the appropriate places below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Fair** | **Poor** |
| Is dependable to work and time schedules |  |  |  |  |
| Has a strong Christian commitment |  |  |  |  |
| Works well with children |  |  |  |  |
| Can work independently |  |  |  |  |
| Can easily show love and affection |  |  |  |  |
| Is neat in appearance |  |  |  |  |
| Exhibits mature behavior is crisis situations |  |  |  |  |
| Relates well with others |  |  |  |  |
| Is capable of creative development of activities for children |  |  |  |  |
| Has a good self esteem |  |  |  |  |

Please list what you consider to be the strengths of this person:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date filled out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If signature is a previous employer, please indicate job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_