

PLEASE DO NOT SEPARATE THESE DOCUMENTS

# OWASSO PREPARATORY ACADEMY

## EMPLOYEE REFERENCE FORM

TYPE OF REFERENCE (please circle one):

Personal

Professional

Church-Related

**To the applicant:** Please print **your** information in ink in this section and forward this form to your referent. The referent will mail this completed document to OPA's address below.

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

I hereby waive my right to have access to this evaluation form, when completed, and understand that this confidential recommendation is to be used only in consideration of my application for employment at Owasso Preparatory Academy. I also give my permission to the individual named in this document as a reference, to release his or her personal information and opinions of me to Owasso Preparatory Academy.

I hereby release, discharge, and hold harmless Owasso Preparatory Academy, its agents or representatives, and the individual named in this document as a reference, from any and all liability or every nature and kind arising out of the furnishing, inspection, and use of such personal information and opinions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**STAFF ONLY:**

**Date Contacted:** \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

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**To the Referent:** Thank you for taking the time to give your honest evaluation of this applicant. It will help the Administration and/or Faculty Development Committee understand the applicant's potential qualifications for ministry at OPA. Please feel free to call the school at 918-798-2382 if you have any questions regarding this form. Also, you are welcome to provide further statements or explanations on a separate sheet, should you feel a need to do so. We sincerely appreciate your timely attention to this matter.

Please mail this form to:  
Owasso Preparatory Academy  
P.O. Box 142  
Owasso, OK 74055

Name of recommender: \_\_\_\_\_

Position or title: \_\_\_\_\_

School, Firm, Church, etc.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature of Referent: \_\_\_\_\_ Date: \_\_\_\_\_

1. How long have you known the applicant?
2. In what capacity have you known the applicant?
3. How would you describe the applicant's character and Christian witness, including the witness of his or her lifestyle?
4. How would you describe the applicant's skills in relating to elementary/secondary students?
5. What do you consider to be the applicant's principal character and personality strengths?
6. What would you identify as the applicant's main growth need(s)?

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7. If you have had an opportunity to observe the applicant in a teaching situation, how would you rate his or her abilities in the following areas?

(1 being very weak and 5 being very strong; please circle NO/NC for either not observed or no comment)

- |    |   |   |   |   |   |       |  |
|----|---|---|---|---|---|-------|--|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Thoroughness in lesson planning  |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Flexibility of instructional technique                                   |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | Knowledge of the subject matter  |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Ability to motivate students   |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Classroom management (discipline)  |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Development of rapport with students                                     |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Ability to relate to the students at their level of ability and maturity |

8. How would you describe the applicant's professionalism and professional growth potential in the following areas?

(1 being very poor and 5 being very good; please circle NO/NC for either not observed or no comment)

- |    |   |   |   |   |   |       |   |
|----|---|---|---|---|---|-------|---|
| a. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional ethics                                       |
| b. | 1 | 2 | 3 | 4 | 5 | NO/NC | Relationships with colleagues                             |
| c. | 1 | 2 | 3 | 4 | 5 | NO/NC | General responsibility                                    |
| d. | 1 | 2 | 3 | 4 | 5 | NO/NC | Record-keeping skills                                     |
| e. | 1 | 2 | 3 | 4 | 5 | NO/NC | Sound judgment  |
| f. | 1 | 2 | 3 | 4 | 5 | NO/NC | Professional loyalty                                      |
| g. | 1 | 2 | 3 | 4 | 5 | NO/NC | Personal appearance                                       |
| h. | 1 | 2 | 3 | 4 | 5 | NO/NC | Punctuality   |
| i. | 1 | 2 | 3 | 4 | 5 | NO/NC | Initiative  |
| j. | 1 | 2 | 3 | 4 | 5 | NO/NC | Responsiveness to legitimate authority                    |
| k. | 1 | 2 | 3 | 4 | 5 | NO/NC | Teach ability and general interest in professional growth |

APPLICANT'S NAME: \_\_\_\_\_

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9. Are there any other general comments you would like to make regarding this applicant's character, personality, or abilities that would have a bearing on the probable quality of his or her ministry in Biblically-centered Christian school?