

# Tidings of Peace Christian School

220 North Eberts Lane York PA 17403

Tyler Burkholder, Administrator

Office – 717-843-4562

mail@tidingsofpeace.org • www.tidingsofpeace.org



## Academic Reference Form

**Name of Applicant:** \_\_\_\_\_

Pastor's Name:		
Congregation Name:		
Pastor's Address:		
City	State	Zip
Phone #:	Email:	

*Your input is important and will help us evaluate this applicant. Please answer frankly and to the best of your knowledge. We request your immediate attention, as the applicant will not be considered until all references are received. All information will be kept confidential. If needed, please use a separate paper to answer questions. Thank you for your help!*

1. How well do you know the applicant?
2. How long have you known the applicant?
3. What is your relationship to the applicant?
4. Is the applicant emotionally stable?
5. Does the applicant have any outstanding peculiarities or weaknesses?
6. Does the applicant have any remarkable talents?
7. Describe what you have observed of the applicant's study habits and academic skills.

8. How well does this person work with others?
9. Does this person exert a positive influence on others? Explain.
10. Limitations: Listed below are some of the tendencies which may reduce a person's effectiveness and may need to be addressed. Underline any characteristics which you have noted in the applicant.
- Impatient, intolerant, argumentative, domineering, sullen, critical
  - Easily embarrassed, offended, discouraged, depressed, irritated
  - Frequently worried, anxious, nervous, tense, lacking in humor
  - Given to exclusive and absorbing friendships
  - Given to lightness, jesting, shallowness
  - Self-righteous, knows more than others, thinks his/her opinion is correct
11. Is he/she discreet (careful) in conduct with the opposite sex?
12. If applicable, describe the applicant's marriage or dating relationship from your point of view.
13. Is this person respected in the community?
14. Have you had any occasion to question his/her morals?
15. Is this person open to correction and counsel?
16. Are you able to recommend this person as a good fit for employment at Tidings of Peace Christian School?

17. For each trait listed, underline the one statement in which your judgment best describes the applicant. If unable to respond, write "unknown" beside the trait.

<p style="text-align: center;"><b><u>Cooperativeness</u></b></p> <p>Team worker: leads or follows as situation demands Works well with others Usually cooperative Prefers to work alone Frequently causes friction</p>	<p style="text-align: center;"><b><u>Industriousness</u></b></p> <p>Tireless, exceptionally hard worker Does more than the average amount of work A moderately good worker Does just enough work to pass; shirks responsibility Often fails to do required work</p>
<p style="text-align: center;"><b><u>Social Manner</u></b></p> <p>Unusually courteous, well-mannered and poised Socially at ease Displays average social facility Lacking in social experience</p>	<p style="text-align: center;"><b><u>Personality Attractiveness</u></b></p> <p>Exceptionally harmonious personality Friendly and pleasing in relationship with others Gets along reasonably well with others At times is unpleasant to live and work with</p>
<p style="text-align: center;"><b><u>Dependability</u></b></p> <p>Most dependable Trustworthy; conscientious Usually fulfills obligations Reliability fluctuates Undependable</p>	<p style="text-align: center;"><b><u>Creativity</u></b></p> <p>Highly creative; has original ideas Has workable ideas and applies them well Usually thinks for him/herself; occasionally leads out in constructive ventures Seldom thinks creatively; usually depends on opinions of others Does not think for him/herself; follows the crowd</p>
<p style="text-align: center;"><b><u>Intelligence</u></b></p> <p>Brilliant; exceptional mind Alert; has good mind Average mental ability Learns and thinks slowly</p>	<p style="text-align: center;"><b><u>Confidentiality</u></b></p> <p>Very trustworthy in confidential matters Fair judgment in confidential matters Frequently reveals confidential information to others Has a real problem in this area</p>
<p style="text-align: center;"><b><u>Efficiency in Duties</u></b></p> <p>Has exceptional organizational skills and accuracy Performs duties well with moderate speed and accuracy Slow worker but is accurate Works with speed but low accuracy Fails to do work with average speed and accuracy</p>	<p style="text-align: center;"><b><u>Emotional Stability</u></b></p> <p>Shows exceptional stability, even under trying circumstances Usually well-controlled; appears at ease in difficult situations Fairly well-balanced Subject to moods of depression or elation Uncontrolled emotions</p>
<p style="text-align: center;"><b><u>Physical Condition</u></b></p> <p>Rugged and vigorous Good health Fairly healthy Somewhat below par Frequently incapacitated</p>	<p style="text-align: center;"><b><u>Financial Matters</u></b></p> <p>Handles finances wisely Lives within income Somewhat extravagant Does not always spend wisely Seems unable to live within income</p>
<p style="text-align: center;"><b><u>Christian Experience</u></b></p> <p>Profound and contagious Rich and growing Genuine but mild Relatively superficial</p>	<p style="text-align: center;"><b><u>Empathy</u></b></p> <p>Responds with unusual insight and consideration Understanding and thoughtful Reasonably responsive Slow to sense how others feel</p>
<p style="text-align: center;"><b><u>Leadership</u></b></p> <p>An inspiring leader Easily organizes and directs others Occasionally leads in group affairs Seldom gains support from others Would never be asked to lead</p>	<p style="text-align: center;"><b><u>Self-Perception</u></b></p> <p>Self righteous, has high opinion of own view Expects others to accept his/her ideas Able to state personal views without expecting others to agree Keeps personal views to him/herself</p>

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## Character Reference Form

**Name of Applicant:** \_\_\_\_\_

Pastor's Name:		
Congregation Name:		
Pastor's Address:		
City	State	Zip
Phone #:	Email:	

*Your input is important and will help us evaluate this applicant. Please answer frankly and to the best of your knowledge. We request your immediate attention, as the applicant will not be considered until all references are received. All information will be kept confidential. If needed, please use a separate paper to answer questions. Thank you for your help!*

1. How well do you know the applicant?
  
  
  
  
  
  
  
  
  
  
2. How long have you known the applicant?
  
  
  
  
  
  
  
  
  
  
3. What is your relationship to the applicant?
  
  
  
  
  
  
  
  
  
  
4. Is the applicant emotionally stable?
  
  
  
  
  
  
  
  
  
  
5. Does the applicant have any outstanding peculiarities or weaknesses?
  
  
  
  
  
  
  
  
  
  
6. Does the applicant have any remarkable talents?

7. Limitations: Listed below are some of the tendencies which may reduce a person's effectiveness and may need to be addressed. Underline any characteristics which you have noted in the applicant.
- Impatient, intolerant, argumentative, domineering, sullen, critical
  - Easily embarrassed, offended, discouraged, depressed, irritated
  - Frequently worried, anxious, nervous, tense, lacking in humor
  - Given to exclusive and absorbing friendships
  - Given to lightness, jesting, shallowness
  - Self-righteous, knows more than others, thinks his/her opinion is correct
8. Did the applicant grow up in a Christian home? If not, are there any areas of spiritual immaturity that may become problematic?
9. Is he/she discreet (careful) in conduct with the opposite sex?
10. If applicable, describe the applicant's marriage or dating relationship from your point of view.
11. Is this person respected in the community?
12. Have you had any occasion to question his/her morals?
13. Does this person uphold the standards of New Testament Christian living? If the answer is yes, is this done out of obligation or personal desire?
14. Is this person open to correction and counsel?
15. Are you able to recommend this person as a good fit for employment at Tidings of Peace Christian School?

16. For each trait listed, underline the one statement in which your judgment best describes the applicant. If unable to respond, write "unknown" beside the trait.

<p style="text-align: center;"><b><u>Cooperativeness</u></b></p> <p>Team worker: leads or follows as situation demands Works well with others Usually cooperative Prefers to work alone Frequently causes friction</p>	<p style="text-align: center;"><b><u>Industriousness</u></b></p> <p>Tireless, exceptionally hard worker Does more than the average amount of work A moderately good worker Does just enough work to pass; shirks responsibility Often fails to do required work</p>
<p style="text-align: center;"><b><u>Social Manner</u></b></p> <p>Unusually courteous, well-mannered and poised Socially at ease Displays average social facility Lacking in social experience</p>	<p style="text-align: center;"><b><u>Personality Attractiveness</u></b></p> <p>Exceptionally harmonious personality Friendly and pleasing in relationship with others Gets along reasonably well with others At times is unpleasant to live and work with</p>
<p style="text-align: center;"><b><u>Dependability</u></b></p> <p>Most dependable Trustworthy; conscientious Usually fulfills obligations Reliability fluctuates Undependable</p>	<p style="text-align: center;"><b><u>Creativity</u></b></p> <p>Highly creative; has original ideas Has workable ideas and applies them well Usually thinks for him/herself; occasionally leads out in constructive ventures Seldom thinks creatively; usually depends on opinions of others Does not think for him/herself; follows the crowd</p>
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<p style="text-align: center;"><b><u>Physical Condition</u></b></p> <p>Rugged and vigorous Good health Fairly healthy Somewhat below par Frequently incapacitated</p>	<p style="text-align: center;"><b><u>Financial Matters</u></b></p> <p>Handles finances wisely Lives within income Somewhat extravagant Does not always spend wisely Seems unable to live within income</p>
<p style="text-align: center;"><b><u>Christian Experience</u></b></p> <p>Profound and contagious Rich and growing Genuine but mild Relatively superficial</p>	<p style="text-align: center;"><b><u>Empathy</u></b></p> <p>Responds with unusual insight and consideration Understanding and thoughtful Reasonably responsive Slow to sense how others feel</p>
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## Parent's Reference Form

**Name of Applicant:** \_\_\_\_\_

Parent's Name:		
Address:		
City	State	Zip
Phone #:	Email:	

*Your input is important and will help us evaluate this applicant. Please answer frankly and to the best of your knowledge. We request your immediate attention, as the applicant will not be considered until all references are received. All information will be kept confidential. If needed, please use a separate paper to answer questions. Thank you for your help!*

1. Describe your relationship with the applicant.
  
2. Describe what you know of the applicant's spiritual life.
  
3. What obstacles might you see to this person's success as a staff member at TOPCS?
  
4. Limitations: Listed below are some of the tendencies which may reduce a person's effectiveness and may need to be addressed. Underline any characteristics which you have noted in the applicant.  
Impatient, intolerant, argumentative, domineering, sullen, critical  
Easily embarrassed, offended, discouraged, depressed, irritated  
Frequently worried, anxious, nervous, tense, lacking in humor  
Given to exclusive and absorbing friendships  
Given to lightness, jesting, shallowness  
Self-righteous, knows more than others, thinks his/her opinion is correct
  
5. Did the applicant grow up in a Christian home? If not, are there any areas of spiritual immaturity that may become problematic?

6. Is he/she discreet (careful) in conduct with the opposite sex?
  
7. If applicable, describe the applicant's dating relationship from your point of view.
  
8. Is this person respected in the community?
  
9. Have you had any occasion to question his/her morals?
  
10. Does this person uphold the standards of New Testament Christian living? If the answer is yes, is this done out of obligation or personal desire?
  
11. Is this person open to correction and counsel?
  
12. We expect parents to inform us in the event that compliance with a school standard would cause their child to violate a home standard. We expect staff to cheerfully uphold the highest standard, whether that of their home, church, or TOPCS. Do you have any expectations concerning standards that we should be aware of?
  
13. We feel it is important for young staff to maintain close ties with their parents. If this person comes to TOPCS, how would your family make an attempt to maintain communication? Explain.
  
14. Can you recommend this person to serve at TOPCS? Explain.



15. For each trait listed, underline the one statement in which your judgment best describes the applicant. If unable to respond, write "unknown" beside the trait.

<p style="text-align: center;"><b><u>Cooperativeness</u></b></p> <p>Team worker: leads or follows as situation demands Works well with others Usually cooperative Prefers to work alone Frequently causes friction</p>	<p style="text-align: center;"><b><u>Industriousness</u></b></p> <p>Tireless, exceptionally hard worker Does more than the average amount of work A moderately good worker Does just enough work to pass; shirks responsibility Often fails to do required work</p>
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## Pastor's Reference Form

**Name of Applicant:** \_\_\_\_\_

Pastor's Name:		
Congregation Name:		
Pastor's Address:		
City	State	Zip
Phone #:	Email:	

*Your input is important and will help us evaluate this applicant. Please answer frankly and to the best of your knowledge. We request your immediate attention, as the applicant will not be considered until all references are received. All information will be kept confidential. If needed, please use a separate paper to answer questions. Thank you for your help!*

1. In what ways is this person involved in the life of the church?
  
  
  
  
  
  
  
  
  
  
2. Describe what you know of the applicant's spiritual life.
  
  
  
  
  
  
  
  
  
  
3. What obstacles might you see to this person's success as a staff member at TOPCS?
  
  
  
  
  
  
  
  
  
  
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11. Is this person open to correction and counsel?
  
12. We expect pastors and parents (if still living at home) to inform us in the event that compliance with a school standard would cause their church member or child to violate a church or home standard. We expect staff to cheerfully uphold the highest standard, whether that of their home, their church, or TOPCS. Do you have any expectations concerning standards that we should be aware of?
  
13. We feel it is important for staff to maintain close ties with their home church. If this person comes to TOPCS, would your congregation make an attempt to maintain communication? Explain.
  
14. Can you recommend this person to serve at TOPCS? Explain.

15. For each trait listed, underline the one statement in which your judgment best describes the applicant. If unable to respond, write "unknown" beside the trait.

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