



*Glorifying God One Heart at a Time!*

14090 Old Highway 76 · Morganton, GA 30560  
(706) 374-6222 · FAX (706) 621-4940 · [www.macalions.org](http://www.macalions.org)

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## **Prospective Employee Packet Non-Teaching**

### **Dear Prospective Employee:**

Thank you for your interest in employment at Mountain Area Christian Academy. Our mission at Mountain Area Christian Academy is to glorify God by providing an educational program that is Christ-centered, Biblically based, academically excellent, and focused on equipping and encouraging our students to obediently fulfill God's purpose for their lives. We do not consider what we do at MACA employment, but rather we see it as ministry.

Please look over the enclosed information, as well as our website. We ask that you complete the enclosed application and return it as soon as possible. We have also included references forms that we would ask you to distribute and have mailed directly to the school. Once we have received your application and references, we will review your qualifications and compare them to our needs and then contact you.

May God bless you as you consider joining the family of Mountain Area Christian Academy. Feel free to call us at (706) 374-6222 with any questions.

In His Service,

***MACA Administration***

# *Mountain Area Christian Academy*

## **Information for Prospective Employees**

### ***Our Mission***

Our mission at Mountain Area Christian Academy is to glorify God by providing an educational program that is Christ-centered, Biblically based, academically excellent, and focused on equipping and encouraging our students to obediently fulfill God's purpose for their lives.

### ***Our Philosophy***

We believe the Bible is the standard of all truth and knowledge and therefore, are committed to teaching all subjects with God's Word as the focal point. We believe it is our God given responsibility to teach our students traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live a life that is centered on Christ and glorifying to God.

We believe that parents are the ultimate authority over their children and therefore, they are accountable to God for the child's spiritual and moral welfare.

Mountain Area Christian Academy acknowledges the trust placed in us by our parents, and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. MACA does not assume such authority in the school setting and teaches only those fundamentals of the Christian faith, which are held common to all in Christ's church.

### ***Our Purpose***

Our purpose is to enter into a partnership with Christian parents who are obediently committed to a total education process that is centered on God and His Word and results in academic development of the mind and spiritual development of the will and character. We embrace the privilege and responsibility God and parents impart to us in the education of the heart and mind of each of our students.

To accomplish our purpose, Mountain Area Christian Academy is a non-profit corporation governed by a board of directors. MACA operates as a non-denominational, non-church affiliated, co-educational day school including Pre-K through high school. Our student body is comprised of children without distinction to race, religious creed, or socio-economic status.

### ***Our Statement of Faith***

- We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (*"All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness."* - 2 Timothy 3:16)
- We believe there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (*"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost."* - Matthew 28:19)
- We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*"Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven."* Acts 1:11; also see John 10:33; Matt. 1:23; Heb. 4:15; John 2:11; I Cor. 15:3; John 11:25; Mark 16:19)
- We believe that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. (*"For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them."* - Eph. 2:8-10; also see John 3:16; John 5:24; Rom. 5:8-9; Titus 3:5).

- We believe in the resurrection of both the saved and the lost. They that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*“Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation.” - John 5:28-29*)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (*“There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all.” - Eph. 4:4-6*)
- We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling Him to live a Godly life. (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.” - Romans 8:29*)

## **Statement of Policies**

- We understand** that the children will be taught that salvation comes only through a personal choice to receive Jesus Christ as one’s Savior, and that children, if they have not already done so, will be encouraged to make this choice and to give their lives in total commitment to Jesus Christ as their Lord, to serve Him as He directs them.
- We understand** that children will be encouraged to participate regularly in personal and family Bible reading, study, and prayer, and to make church and Sunday School attendance a part of their lives.
- We understand** that MACA plans to cooperate with our home by reporting the progress of our child and by holding conferences with us.
- We understand** the need for home and school to work together in encouraging our child to follow Christian teachings.
- We understand** and support the school’s place in carrying out discipline, using appropriate measures.
- We understand** that MACA is limited in its professional staff and ability to assist students who are severely affected in the following areas: learning weakness, hyperactivity, emotional disturbances, severe visual or hearing impairment, or extreme giftedness. In the event a child has one or more of the preceding conditions, and the parents wish the child to attend MACA the parents will be expected to provide additional funds to provide for the child’s needs.
- We authorize** school officials to get a doctor if our child is injured or becomes seriously ill and we cannot be immediately reached.
- We authorize** the school in compliance with Georgia law to provide the name, age, and residence to the appropriate Superintendent of Public Schools for our child.
- We authorize** our child to participate in school activities, including sports and school sponsored trips away from the school premises. We also understand that a note will be sent home informing us before each off-campus activity.
- We absolve** the school from all liability because of any injury to our child at school or during any school activity.
- We understand** that each prospective student will be tested, and after a conference with parents, placed in the grade which best meets his individual needs and curriculum of MACA.
- We understand** that we are enrolling our child for the entire year and not on a monthly basis. A thirty-day advance written notice of intended withdrawal is required and a withdrawal fee of an additional month’s tuition will be due upon early withdrawal.
- We understand** that MACA does not discriminate on the basis of race, color, sex, or national or ethnic origin in its admission of students or hiring of employees.
- We understand** that MACA does not participate in any Halloween observances or wearing of costumes.

**We understand** that attendance at MACA is a privilege, not a right. Therefore, MACA reserves the right to dismiss any student whose presence in the school is detrimental to himself, his fellow students, or the school in general.

**We understand** that the Bible instructs Christians to resolve issues among themselves and not to involve the court system. We agree to settle any issue on a one on one basis or through Christian arbitration. We will not take legal action against the school.

## ***Faculty Code of Ethics***

- (1) Strive always to do your best as unto the Lord. Be truly committed to the work you have undertaken. Your position here is one of Christian service, example, and influence.
- (2) Be loyal to the Mountain Area Christian Academy, the School Board, and Administrator. Christian ethics exclude unjust criticism, complaining, or gossiping about those in authority over us, and the regulations that they are authorized to place on us, or about those with whom you work – your fellow teachers. Whether or not you agree with a particular rule or decision of the administration, you have the responsibility before God to graciously submit yourself to them.
- (3) Be loyal to fellow faculty members just as you would expect them to be loyal to you. Never criticize a faculty member to a student, parent, another teacher, or to someone outside the school family. You should not imply in any way that you are in agreement with a student in his problems with another teacher. We must present a solid front to students and others, just as parents must do before their children in the home or else we will have teachers being played off against teachers. If you have a difference of opinion with a fellow teacher, respect that teacher's point of view. Don't feel that he must think and act like you do. If a fellow teacher has wronged you, then it is your responsibility to bring it to his attention in the manner as the Lord Jesus taught in Matthew 18. Pray before you go. Be open, sincere, and straightforward, with love, kindness, and Christian concern. We must never be blunt or rude in our attitude or words. Be ready to forgive and to be forgiven.
- (4) Keep the parents' and students' confidences. Be sure not to breach school policy in the process. Inform the student that if something is told to you that involves him or someone else in violation of school rules, you must report the matter to school authorities. Do not pry into the lives of the students. Be very careful about your availability to counsel a student for in doing so you open up the school and yourself to liability. Teachers are encouraged to get to know the students' families represented in their classroom. Being friendly and approachable will establish a rapport and confidence with each family.
- (5) Use discretion in discussing your own personal life or family in the classroom. A little of this goes a long way. When a teacher often speaks of himself, he is probably not teaching, as he should. Using well-known Christian leaders of the past and present as your illustrations to make your point is more advisable than drawing attention to yourself.
- (6) Do not discuss confidential, contractual school matters with anyone other than the administration. This is a matter of professional etiquette and ethics that needs to be carefully observed.
- (7) You are a representative not only of our Lord Jesus Christ but of Mountain Area Christian Academy. In relationships, in and out of school, your life should be a shining testimony and example to others of Christ and school. How you behave, where you are seen, and how you look, etc., reflect on our Savior, your local church, and our school.

## ***Certification***

All kindergarten, elementary, middle school and high school teachers are required to apply immediately for certification with GACS and to supply the Administrator with a copy of the certificate and accompanying documentation. Failure to do so may result in non-renewal of employee's contract. It is the teacher's responsibility to fulfill renewal requirements and to stay current. Mountain Area Christian Academy will seek to provide opportunities for C.E.U.s.

## **MACA Disciplinary Approach**

*Teachers should read the Parent-Student Handbook to become familiar with standards of conduct and discipline placed upon our students. Teachers will be modeling a life-style before their students for which we all have great accountability. Even though many of our students come from solid Christian backgrounds and they themselves have a Christian testimony, they still need to grow-up in Christ. It is every faculty member's responsibility to uphold our school's disciplinary system as outlined in the Parent-Student Handbook. It places the faculty at odds with each other when one member holds to the school standards and one does not. Students see the dichotomy and will work the system to their advantage and usually not for the good.*

Discipline involves both instruction and correction, and it must flow from the teacher/student relationship. We have all heard that rules - relationship = rebellion or angry compliance, but relationship - rules = anarchy and chaos. The only proper way to train a child in the "way he should go" is to apply a balance of rules + relationship. Relationship is part of the equation for effective discipline. In this relationship, teachers nurture their students showing love for them and showing their desire to see the students turn toward God.

The second part involves establishing and enforcing the rules. In a classroom, students need a secure environment that is conducive to learning, so rules are established to achieve this goal. Although some rules may be biblical, many rules of the classroom are not necessarily biblical, but do have a foundation in scripture. Nonetheless, I Cor. 14:40 points to the need for order and Heb. 13:17 points to the need for willing obedience.

Together relationships plus rules equals effective discipline. The focus of effective discipline is on the future opportunities that a child will have to think, act and feel appropriately once a lesson is learned. The goal is to affect a change in students' behaviors and attitudes so they will be oriented toward God. Proper instruction and correction that comes from a loving relationship will help students see themselves as sinners, God as Holy and Jesus as the only answer.

With this philosophy of discipline in mind, the following disciplinary approach is suggested:

1. Discuss your expectations with each class. Review and clarify as necessary throughout the school year.
2. Post a short list of simple expectations/rules for your class. This is beneficial for both elementary and secondary level students.
3. Discipline should be progressive. Repeated verbal warnings will not extinguish improper behavior, but it may reinforce it. Progressive steps may be as follows:
  - First offense: correct with teacher's proximity, silence with eye contact, verbal request.
  - Second offense: speak with the student privately preferably in the hallway to listen and gather facts. Discuss their actions and why it was wrong. Help them correct their behavior giving suggestions for the future. Explain consequences for continued improper behavior. e.g. phone call home, parent conference, disciplinary referral, etc.
  - Third offense: speak with the student privately about how you are going to follow through on the consequences discussed previously. Remember to reinforce how they can act differently if the same situation occurs in the future.
4. If a student has offended you or another person, require an apology that matches the offense. If the offense was to one person privately the apology should be likewise. If the offense was in public or to the whole class, the apology should be to or in front of the whole class. Also, point out that an offense against people is an offense against God. They need to seek God's forgiveness as well.
5. Keeping a record may be helpful in the future for discussing the behavior with parents, for disciplinary referrals to the office, or for consideration of a proper corrective action.
6. Discipline should always be in love so keep your conversation, action, gestures and emotions under control when talking to the student about his/her behavior.
7. Know your boundaries of discipline. Students will test the limits of these boundaries continually.
8. Although it is important to be consistent and fair, a teacher must remember that God created each of us as individuals. Therefore, different motivations resulting in the same improper behavior must be corrected by different measures.

## Standards of Conduct for Students

Mountain Area Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (*"For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren."* - Romans 8:29), which is the work of the Holy Spirit (*"But we all, with open face beholding as in a glass the glory of the Lord, are changed into the same image from glory to glory, even as by the Spirit of the Lord."* - 2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life that fulfills both God's moral law and high law of love (*"Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbour as thyself."* - Matthew 22:37-39; also see: Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

MACA must therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who dwells in us. (*"But take heed lest by any means this liberty of yours become a stumbling block to them that are weak."* - 1 Corinthians 8:9; also see 1 Corinthians 12-13; 10:32) The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss to the Christian's physical, mental, or spiritual well-being. (*"But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway."* - 1 Corinthians 9:27)

A sense of the need for spiritual growth in the light of these principles has led Mountain Area Christian Academy to adopt the following standards, which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. MACA therefore, requests that each student, whether at home, school, or elsewhere:

- Maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, and communication, spoken and written
- Refrain from participating in worldly activities such as swearing, indecent language, smoking, possession or use of liquor, drugs or tobacco, gambling, pornography, premarital sex, homosexuality, or other sexual perversions, or involvement in the occult.
- Maintain a Christ-like attitude
- In keeping with the Christian philosophy of MACA, we recommend that parents closely monitor what their child is allowed to view in movies, television, and the Internet. Parents are also advised to carefully screen the music to which their child listens. We recognize that certain activities are detrimental to the child's spiritual well being.

Additionally, Mountain Area Christian Academy requires of students the following while at school or at school-sponsored events or on school property:

- Students are to refrain from bringing or listening to secular music while on campus.
- Students are to refrain from bringing any prohibited article. State law prohibits weapons of any type on school property or at any school function. A student found to be in violation of this policy will be turned over to the proper authorities and his/her status at Mountain Area Christian Academy will be reviewed.
- Students are to refrain from the inappropriate acquisition of any information that is not the student's own on homework, class work, quizzes, tests, exams, or any other assignment. **Such inappropriate acquisition is considered cheating. Any student found to be cheating or to have cheated, or to be assisting, or to have assisted one or more students to cheat, will receive a zero on that assignment, and the student will receive at least a one-day suspension. Use of Teacher Manuals by students is considered cheating.**
- Students are to refrain from stealing, which includes borrowing without permission. Stealing will result in at least a one-day suspension.
- Students are to refrain from destruction and/or vandalism of school or personal property, and from threats regarding such destruction. Such destruction will result in at least a one-day suspension. The student or his/her parent/legal guardian will be required to pay for the repair or replacement of damaged property.
- Students are to refrain from physical contact with members of the same or opposite sex. Physical contact includes but is not limited to pushing, shoving, hitting, kicking, scratching, spitting, and biting.
- Students are to refrain from assaults, intimidation, coercion, behavior detrimental to learning, verbal and/or physical abuse.
- Students are to refrain from inappropriate displays of affection.

Students who run away from home may be expelled from Mountain Area Christian Academy.

**MACA does not tolerate dishonor to the Holy Trinity and the Word of God, or disrespect to the personnel of MACA on or off school property. Whereas we encourage communication between parents and students with the teachers and staff, abusive language or other demonstration of disrespect to MACA personnel may be grounds to sever the relationship between MACA and the family and/or dismissal of the student.**

While it would be impossible to list every behavior that would be against the spirit and goals of MACA, the general rule should be to abstain from all appearances of evil according to 1Thessalonians 5:22 (*“Abstain from all appearance of evil.”*).

The selection of the restrictions in these standards may appear arbitrary to some; but, while not condemning others who see differently, MACA believes that the restrictions noted are significant types of conduct detrimental to the standards that Mountain Area Christian Academy has established as its objectives.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with MACA ideals of work and life, and any student who has been arrested by authorities, is subject to expulsion.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian Character.



**MOUNTAIN AREA CHRISTIAN SCHOOL**  
 Application for Employment  
**Non-Teaching Staff**

**Mail completed application to: Administrator**  
 Mountain Area Christian Academy  
 Administrator's Office  
 14090 Old Highway 76  
 Morganton, GA 30560

**Applying for (Position):** \_\_\_\_\_

Please answer only those questions appropriate for the position you are seeking.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

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

(Number and Street)

(City)

(State)

(Zip)

Number of Children: \_\_\_\_\_

Ages: \_\_\_\_\_

Denomination: \_\_\_\_\_ Church Membership (Place of): \_\_\_\_\_

If applying for a bus driver position, do you hold a CDL with a SP endorsement? \_\_\_\_\_

**RECORD OF EDUCATION/TRAINING**

Name of Institution	Dates (From/To)	Year Graduated	Degree
High School:			
College/University:			
College/University:			
College/University:			
Other:			

**TEACHING EXPERIENCE**

**Substitute Teacher**

**Beginning with your most recent position,** list all teaching or instructional experience for which you have been compensated.

School	City/State/Zip	From/To	Subject(s)/Grade(s)

**OTHER WORK EXPERIENCE**

**Beginning with the most recent,** please list all *NON-INSTRUCTIONAL* work experience for which you have been compensated.

Organization	City/State/Zip	From/To	Type of Work	Reason for Leaving

School age children's names:

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Grade level:

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**PERSONAL HISTORY**

Are you a U.S. Citizen?       Yes       No

Do you have any physical condition or handicap that may limit your ability to perform the job for which you are applying?       Yes       No

If so, please explain:

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Have you ever been accused, arrested or convicted of child abuse of any kind?       Yes       No

Have you ever been suspended, dismissed, fired, or discharged from a position of employment?       Yes       No

Have you ever had a teaching certificate suspended or revoked?       Yes       No

Have you ever been asked to resign from a position of employment?       Yes       No

Have you ever been arrested for or convicted of any violation of the law other than a minor traffic ticket?       Yes       No

Do you have any charges pending against you?       Yes       No

If you answered yes to any of the above, please explain:

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**CHRISTIAN TESTIMONY**

Why do you consider yourself to be a Christian?

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I understand that my signature authorizes the administration of Mountain Area Christian Academy to investigate my background which may include a criminal background check, credit check and any additional research needed to verify my character and qualifications for the position I am seeking.

I verify that all the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal.

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Applicant's Signature

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Date

***Background checks are required on all MACA employees. Further information forthcoming.***

# MOUNTAIN AREA CHRISTIAN ACADEMY

## STATEMENT OF FAITH

- \* We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (*“All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.”* - 2 Timothy 3:16)
- \* We believe there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (*“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.”* - Matthew 28:19)
- \* We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*“Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven.”* Acts 1:11; also see John 10:33; Matt. 1:23; Heb. 4:15; John 2:11; 1 Cor. 15:3; John 11:25; Mark 16:19)
- \* We believe that salvation can be neither deserved nor earned but is the free gift of God given to those who accept it by faith. (*“For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”* - Eph. 2:8-10; also see John 3:16; John 5:24; Rom. 5:8-9; Titus 3:5).
- \* We believe in the resurrection of both the saved and the lost. They that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*“Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation.”* - John 5:28-29)
- \* We believe in the spiritual unity of believers in our Lord Jesus Christ. (*“There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all.”* - Eph. 4:4-6)
- \* We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling Him to live a Godly life. (*“For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren.”* - Romans 8:29)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**MOUNTAIN AREA CHRISTIAN ACADEMY  
PROFESSIONAL REFERENCES**

**Please list three professional references and send a copy of the enclosed evaluation forms to each. In addition, please list three professional references on the following page, one of which should be your pastor. Note: Evaluation Forms should **not** be sent to Character references.**

**A. Professional References**

1. \_\_\_\_\_  
(Name) (Occupation) (Capacity in which he/she knew you)

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

E-mail: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

2. \_\_\_\_\_  
(Name) (Occupation) (Capacity in which he/she knew you)

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

E-mail: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

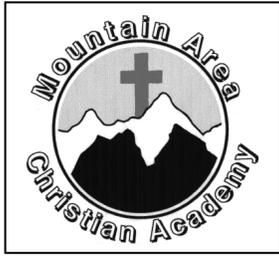
3. \_\_\_\_\_  
(Name) (Occupation) (Capacity in which he/she knew you)

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

E-mail: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_





## Professional Evaluation Form

(References are kept confidential)

Please return directly to: Administrator  
 Mountain Area Christian School  
 14090 Old Highway 76  
 Morganton, GA 30560

\_\_\_\_\_ is applying for a position in our school system.  
 (Applicant)

Please rate this applicant based on the criteria below by placing a checkmark under the appropriate column. Thank you in advance for your assistance.

	Exceptional	Good	Average	Needs Improvement	Unsatisfactory	Not Know
Willingness to work hard	<input type="checkbox"/>					
Understanding of students	<input type="checkbox"/>					
Rapport with students	<input type="checkbox"/>					
Classroom control	<input type="checkbox"/>					
Maturity of judgment	<input type="checkbox"/>					
Leadership ability	<input type="checkbox"/>					
Creativity	<input type="checkbox"/>					
Loyalty to school	<input type="checkbox"/>					
Tact	<input type="checkbox"/>					
Scholarship	<input type="checkbox"/>					
Personal appearance	<input type="checkbox"/>					
Evidence of Christian commitment	<input type="checkbox"/>					
Leadership in church activities	<input type="checkbox"/>					
Punctuality	<input type="checkbox"/>					

Length of acquaintanceship: (Years) \_\_\_\_\_ Months \_\_\_\_\_ Dates of service From \_\_\_\_\_ to \_\_\_\_\_  
 If a former employee; why did applicant leave your employment?

\_\_\_\_\_

Would you employ or reemploy  Yes  No COMMENTS: \_\_\_\_\_

\_\_\_\_\_

What was your relationship to the applicant?

Name (Please print): \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (Night): \_\_\_\_\_

