



Rebecca Jorgensen, Principal's P.A.  
Cornerstone Christian School, 119 Mihaere Drive, Palmerston North 4414  
Ph. (06) 356 7326  
Email: vacancy@cornerstone.ac.nz

## Referee's Report

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

As a nominated referee you are invited to complete this report.

You are assured that your report will be considered prayerfully and carefully by the Principal and appointment team. You have been named as a referee for the above applicant. Your report is **CONFIDENTIAL** to the Principal and those involved in the appointment procedures. It would be appreciated if you would express any doubts you have. These will not necessary preclude an applicant from selection but will assist in assessing him/her for the position.

You are asked to rank the applicant on a scale of 1-5. In the interest of fairness to the applicant please regard a rank of 3 as indicating a very satisfactory/competent standard. 5 therefore represents an exceptional applicant. Where multiple choice options are given please feel free to comment and elaborate if you wish to do so.

While it is not necessary or possible for you to complete every item, you will appreciate that as full a report as possible is likely to be of the most use to the Principal. **Please leave blank any questions you are unable to complete.**

If for some reason you find it impossible to act as a referee you are free to complete only this statement:

I do not wish to submit a referee's report on behalf of \_\_\_\_\_

Please forward the completed form marked "Confidential" to Rebecca Jorgensen, Principal's P.A., before the closing date.

Name of Referee \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Occupation/Position of Referee \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Signature \_\_\_\_\_

1. KNOWLEDGE OF APPLICANT:

How long have you known the applicant and in what circumstances?

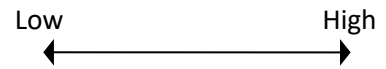
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What opportunity have you had to observe the applicant’s Christian life and service?

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Is there anything about the applicant’s personal life, lifestyle or health which you think the Board should be made aware of?

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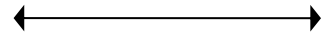
Please circle one  
*(1= significant weakness,  
3 = satisfactory/competent,  
5 = significant strength)*

2. APPLICANT’S PERSONAL QUALITIES:

• Sense of integrity	1	2	3	4	5
• Social conduct	1	2	3	4	5
• Approachability	1	2	3	4	5
• Responds positively to criticism	1	2	3	4	5
• Ability to be a “team player”	1	2	3	4	5
• Sense of humour	1	2	3	4	5

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Low High



Please circle one  
(1= significant weakness,  
3 = satisfactory/competent,  
5 = significant strength)

3. APPLICANT'S PROFESSIONAL QUALITIES

- Committed to raising student achievement 1 2 3 4 5
- Committed to professional growth 1 2 3 4 5
- Ability to plan and implement a teaching programme 1 2 3 4 5
- Knowledge of teaching pedagogy and assessment 1 2 3 4 5
- Ability to work collegially within a team and across the school 1 2 3 4 5
- Is effective in resolving conflict 1 2 3 4 5
- Undertakes delegated responsibilities with minimum supervision 1 2 3 4 5
- Is a good problem solver 1 2 3 4 5

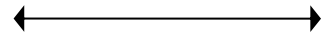
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Low High



Please circle one  
(1= significant weakness,  
3 = satisfactory/competent,  
5 = significant strength)

4. APPLICANT'S COMMUNICATION SKILLS

- Listening skills 1 2 3 4 5
- Written communication skills 1 2 3 4 5
- Rapport and communication with parents 1 2 3 4 5
- Rapport and communication with staff 1 2 3 4 5

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5. APPLICANT'S POTENTIAL

Please comment on what you believe to be the applicant's potential to handle the responsibilities of the position applied for. Please emphasise both strengths and weaknesses you feel are important, physical and emotional fitness for the position and/or comment on significant points not covered in the above sections.

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6. SUMMARY INDICATOR

If you were in our position, would you appoint the applicant to this position?  
(Please circle your appropriate response)

- |           |                     |                 |                                       |                                     |
|-----------|---------------------|-----------------|---------------------------------------|-------------------------------------|
| <b>No</b> | <b>Probably Not</b> | <b>Possible</b> | <b>Yes with some<br/>reservations</b> | <b>Yes without<br/>reservations</b> |
|-----------|---------------------|-----------------|---------------------------------------|-------------------------------------|

Thank you very much for your time and assistance.