



Professional Recommendation

Applicant's Name: _____

Reference's Name: _____

To the reference,

Thank you for taking the time to complete this form. Honors Academy is a private Christian bilingual school located in Tegucigalpa, Honduras. Our objective is to offer our student body a safe, secure environment to engage their learning, in addition to an environment of love and respect. Our purpose is to provide education taking into account each tier of the 'whole child' (emotional, physical, mental, and spiritual). We work with vulnerable children of all ages and all demographics. By answering the questions below in honesty, you are aiding us in ensuring that the applicant will contribute to upholding this environment of safety and security.

Please feel free to add any information you may view as necessary.

- Please answer the following questions on a separate document.

Questions:

- 1 How long have you known the applicant?
- 2 What is your relation to the applicant?
- 3 Can you confirm the applicant's job title and work duties?
- 4 Can you describe the applicant's work performance?
- 5 What were some of the drawbacks you saw in the applicant's performance?
- 6 What were some of the strengths you saw in the applicant's performances?
- 7 Would you rehire this candidate? Why or why not?
- 8 Is the applicant open to correction and suggestions?
- 9 Does the applicant work to surpass their job description? How?
- 10 Is there any information that is vital for Honors Academy to know about this applicant?
- 11 Would you trust this applicant with your own child, niece, nephew, or cousin?
- 12 Does the applicant have any health issues that we should be aware of?

Conclusion

Overall, how would you describe this applicant (Please check one)?

- A rare find Exceptional Superior Good
 Average Below Average Should not be considered for hire