



Employee Verification and Background Checks Instructions

Dear Applicant,

Winter Haven Christian School needs some other supplemental documents before we can issue a contract. Please do the following with this packet.

- Fill out the Background Check Information Form and bring it with you to the interview. This must be completed and signed.
- Fill out the first part (shaded in gray) of the Applicant Professional Reference Form and give it to your current or latest direct supervisor. They should return it as soon as possible.
- Fill out the first part (shaded in gray) of the Pastor Reference Form and give it to your current church Senior Pastor. They should return it as soon as possible.
- Please arrange for Official Transcripts to be sent to the school. We need these before you can be offered a contract.
- Please go to the FACCS website and start the process for Teacher Certification. The address for FACCS certification is http://faccs.org/pages/page.asp?page_id=272648

All forms and transcripts should be sent to the following address:

Joseph Klein

Headmaster – Winter Haven Christian School

1700 Buckeye Loop Road

Winter Haven, FL 33881

Fax (863) 508-6354

Email: jklein@whcsonline.org

We can not accept unofficial or student issued transcripts. In addition, we must have the original Background Check Information Form.



Winter Haven
Christian School
WHCS

Background Check Information Form

Winter Haven Christian School
1700 Buckeye Loop Road
Winter Haven, FL 33881
Phone 863-294-4135 – Fax 863-508-6354
Headmaster – Joseph T. Klein
jklein@whcsonline.org

Name (Last, First, Middle) _____ Maiden Name _____

Address _____ Apt # _____

City _____ State _____ Zip _____

Home Phone # _____ Cell Phone # _____

Date of Birth _____ Social Security # _____

Drivers License # _____

Please answer the following with Yes or No:

Have you ever been convicted of a criminal offense, other than a minor traffic violation?.....No Yes

Does your name appear on any Sex Offender Database in any state or country?.....No Yes

Have you ever been accused or charged with a crime or incident involving a child,
the elderly or the disabled?No Yes

Have you ever been charged with a crime or misconduct at your workplace?No Yes

Have you ever been accused of improper conduct by an employer or as a volunteer for any
reason?No Yes

Have you ever resigned from a position in lieu of being dismissed or fired?.....No Yes

If you answered “Yes” to any of the questions above, please provide a written explanation on a separate sheet of paper and attach it to this form.

By signing below I hereby certify that I am eligible to work in a school setting in the State of Florida as per State and Federal law. In addition, I also agree to immediately inform WHCS of any subsequent information, including any accusations, convictions or other occurrences that relate to the areas of inquiry set forth above.

I also certify that the terms and conditions in the Affidavit on page 4 of this application are valid for this background check and all other portions of this application.

SIGNATURE _____ DATE _____



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APPLICANT PROFESSIONAL REFERENCE FORM – Page 1

Applicant: Please complete this portion of the form ONLY.

Applicant: _____ Position _____

By signing below, the applicant may waive the right to review his/her letters of recommendation. I (undersigned) waive any right to inspect the content in this letter of recommendation.

Signature of Applicant _____ Date _____

Name of Reference _____ Title _____

Dear Reference,

Your name was submitted as a reference, and it would assist us in our assessment of the applicant if you would complete the following information for us.

Please mark your observation with a simple check mark. Thank You.	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	NOT KNOWN
<i>Spiritual</i>						
Testimony for Christ						
Christian Growth						
Church Involvement						
Christian Character						
<i>Teaching Skills</i>						
Communications						
Classroom Discipline						
Sense of Humor						
Flexibility						
Grammar/English						
Methodologies						
<i>Personal Qualities</i>						
Health						
Positive attitude						
Friendliness						
Helpfulness						
Loyalty						
Anticipates Problems						
Tactful						
Dress/Appearance						

Please mark your observation with a simple check mark. Thank You.	POOR	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT	NOT KNOWN
<i>Professional</i>						
Care of Students						
Relationship with Staff						
Relationship with Students						
Punctuality						
Ethics						
Dependability						
Initiative						
Decision Making						
Lesson Plans						
Competence						
Training						
<i>Living Skills</i>						
Common Sense						
Manages Income						
Manages Stress						
Judgment						
Responsibility						
Manages Time						
Seeks Counsel						
Self-disciplined						

PROFESSIONAL REFERENCE FORM – Page 2

Applicant Name _____

What is/has been your relationship to the applicant? _____

How long have you known the applicant? ____ Years

Please indicate if you observed any of the following negative traits that you perceive as being readily apparent in this person:

	Yes	No
Aloof		
Argumentative		
Arrogant		
Gossip		
Offensive Humor		
Intolerant		
Irritable		
Lazy		
Prejudiced		
Sensitive		
Vindictive		
Withdrawn		
Worrier		

What aspect(s) of the fruit of the Spirit (Gal.5:22) is evident to you in the life of this person?

	Yes	No
Love		
Joy		
Peace		
Patience		
Kindness		
Goodness		
Faith		
Meekness (Humility)		
Self-Control		

Would you hire or rehire this person?

Yes

Yes, conditionally* Note condition: _____

No

Other comments that you could make in helping us to assess this person are welcome. Please use a separate piece of paper should you choose to do so. Thank you for your assistance.

Joseph T. Klein

WHCS Headmaster

Signature of Reference _____

Phone Number _____ Email _____



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PASTOR REFERENCE FORM – Page 1

This form should be completed by a pastor, church elder, or other spiritual leader. Please do not send this form to an immediate family member. Complete all portions, using "N/A" for fields which do not apply.

For help with this form, please call 863-294-4135 to speak with Mr. Klein.

Applicant: Please complete this portion of the form ONLY.

Applicant Name _____ Date of Birth _____

Permanent Address _____

City _____ State _____ Zip _____

By signing below, the applicant may waive the right to review his/her letters of recommendation. I (undersigned) waive any right to inspect the content in this letter of recommendation. Please give this form to the pastor, church elder, or other spiritual leader you have asked to be your reference.

Applicant Signature _____ Date _____

Dear Pastor,

The above-named applicant has applied for employment to Winter Haven Christian School and has selected you as a reference. Your assistance in supplying any significant information will be greatly appreciated.

1. How long have you known the applicant? _____
2. How well do you know the applicant? _____
3. Do you believe the applicant knows Jesus Christ as their Lord and Savior?
Yes No Not Sure
4. Is the applicant living a consistent Christian life?
Yes No Not Sure
5. If you answered no to questions #3 or #4, please explain: _____

6. Do you have any reason to question the applicant's moral life? No Yes
7. If you answered yes to question #7 please explain: _____

PASTOR REFERENCE FORM – Page 2

Applicant Name _____

PLEASE EVALUATE THE APPLICANT IN THE FOLLOWING AREAS:

	Excellent	Very Good	Good	Fair	Poor	Don't Know
Leadership						
Responsibility						
Christian Commitment						
Initiative						
Work Ethic						
Cooperation						
Moral Character						
Integrity						
Emotional Stability						
Service to Others						

OVERALL RECCOMENDATION

Based upon your knowledge of the applicant, indicate your level of recommendation:

- Highly Recommend
- Recommend
- Recommend with reservations
- Do Not Recommend

How enthusiastic would you be about your child having the applicant as a teacher? _____

Comments:

Reference Name (Please Print) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Signature _____ Date _____

Thank you for your reference, please return this form to Winter Haven Christian School at your earliest convenience.