



Letter of Pastoral Recommendation

To be filled in by applicant:

Mr. / Miss / Mrs. / Ms

(Last Name)

(First Name)

(Middle Name)

To be read by applicant and recommender:

Under the Family Educational Rights and Privacy Act of 1974, a successful applicant for employment at Harvest Christian Academy to his or her employment records, including letters of recommendation. However, an applicant may waive the right to see letters of recommendation, in which case such letters will be held in confidence. If an applicant has not signed a waiver, then it is assumed that this letter or recommendation is submitted with the recommender's understanding that the applicant, once employed by Harvest Christian Academy may request to see the letter. Consideration of the application will not be affected in any way by the applicant's decision whether or not to waive the right of inspection.

If you wish to waive your right to examine this letter of recommendation, please sign here.

(Signature of Applicant)

(Date)

To be completed by the recommender:

The individual noted above is applying for a teaching position at Harvest Christian Academy (HCA). In that HCA represents a high standard of Biblical and Christian values, it is important that we receive an evaluation concerning the spiritual walk and experience of any potential applicant.

Please complete this form and return it to the attention of:

Central Office
Harvest Christian Academy
1000 North Randall Road
Elgin, Illinois 60123

Narrative

How long have you known the applicant? In what capacity?

To the best of your knowledge, has the applicant made a personal commitment to Jesus Christ?

To what extent is the applicant engaged in the activities of his/her church?

To what extent would you consider him/her grounded in their Christian beliefs and Bible knowledge?

Does the applicant have any attitudes or habits which are inconsistent with Biblical principles?

What would you consider the applicant's spiritual gifts or service areas?

Please comment on the applicant's marriage as family life (as appropriate to their situation).

Would you recommend the applicant for a teaching position in a Christian school?

Additional comments:

Thank you for your time in this matter. Should you have any questions concerning this letter or wish to speak directly to a school administrator, please call 847.214.3500.

Name of Recommender (please print)

Date

Title and Department

at

Church

Address and Phone

Signature