

## **REFERENCE FORM**

### **PART I: To be completed by the applicant**

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

Name of Reference:

Reference's Address:

Reference's Phone:

### **PART II: To be completed by the reference**

Thank you for your help! The individual above has applied for a "3.0 Missional Internship" position this summer. 3.0 is a non-profit organization in Mobile, Alabama that provides missional leadership training in a challenging urban ministry environment. Selected interns will serve in hands-on relational ministries and live in community with other interns. The schedule is very challenging, with ministry during the day, and leadership training and other activities in the evenings. We consider references an important factor in determining an applicant's suitability for involvement in our programs. Your recommendation is critical to our hiring process. We request you make every effort to respond objectively to these questions regarding this individual's qualifications. We ask that you provide us with thoughtful feedback within the context of the following, as applicable:

1. Relevant and factual data about the applicant's intellectual and problem-solving skills in your setting.
2. Your assessment of his/her communication and interpersonal skills in your setting.
3. Your impression of his/her personal qualities (maturity, honesty, adaptability, reliability, punctuality, initiative, thoughtfulness) and contributions to your work setting, organization or class.
4. Information that will help us differentiate this applicant from others and the degree of enthusiasm and confidence with which you support this candidate's application.

You may send a letter or statement in addition to this form; however, we require that you also complete the following sections. After you complete the form, please place it in an envelope, seal it and sign it across the seal and return to us at the address below. We look forward to receiving your observations and comments and thank you for your cooperation.

Please answer the following, citing specific examples to help illustrate your comments.

1. Would you recommend this applicant to work with children and families? Why or why not?
2. What have you observed about the applicant's spiritual development and ability to discuss/share his/her personal faith journey?
3. What do you consider this person's greatest strengths?

Weaknesses?

4. Does the applicant establish and maintain strong friendships and/or good working relationships with their peers?
5. How does this person function in difficult situations?

Rate the applicant from 0 (lowest) to 5 (highest). Feel free to explain if necessary. Please Mark N/A if you have not witnessed the applicant in this area.

Team Player	N/A	0	1	2	3	4	5
Reliability	N/A	0	1	2	3	4	5
Interest in Community Service	N/A	0	1	2	3	4	5
Leadership	N/A	0	1	2	3	4	5
Judgment and Common Sense	N/A	0	1	2	3	4	5
Perseverance	N/A	0	1	2	3	4	5
Organizational Skills	N/A	0	1	2	3	4	5
Flexibility	N/A	0	1	2	3	4	5
Cross-Cultural Sensitivity	N/A	0	1	2	3	4	5
Creativity	N/A	0	1	2	3	4	5
Interpersonal Skills	N/A	0	1	2	3	4	5

Emotional Maturity	N/A	0	1	2	3	4	5
Sense of Humor	N/A	0	1	2	3	4	5
Time Management	N/A	0	1	2	3	4	5
Compassion	N/A	0	1	2	3	4	5
Professionalism	N/A	0	1	2	3	4	5
Problem Solving Abilities	N/A	0	1	2	3	4	5

7. Please mark the phrase that best fits:

Overall, I \_\_\_\_\_ this applicant for the position.

Recommend highly

Recommend

Recommend with reservations

Do not have sufficient basis for making recommendation

Do not recommend

8. How long have you known the applicant and in what setting? \_\_\_ years \_\_\_ months

Setting: \_\_\_\_\_

<b>Signature</b>	<b>Date</b>
<b>Position/Title</b>	<b>Phone</b>
<b>Address</b>	

In order for the applicant to be considered for this position, this completed form must be sealed in an envelope with your signature across the seal and mailed within ten days to:

**3.0 Summer Internship**  
**c/o Saraland UMC**  
**P.O. Box 415**  
**Saraland, AL 36571**