

Reference Form

Applicant's Name \_\_\_\_\_

How do you know this applicant?

\_\_\_\_\_ Teacher/Instructor                      \_\_\_\_\_ Employer/Supervisor  
 \_\_\_\_\_ Friend    \_\_\_\_\_ Pastor/Counselor

How long have you known this applicant?

\_\_\_\_\_ < 6 months      \_\_\_\_\_ 6-12 months      \_\_\_\_\_ 1-3 years      \_\_\_\_\_ 3 years or more

Please rate the applicant in each of the following areas using the scale outlined below. Score all areas with a number. Any blank or NA's will result in a lower average score for your assessment of the applicant.

1 = below average    2 = average/acceptable    3 = above average    4 = superior

1.	Attitude and Personality: Mannerisms, disposition, ability to work with people confidence, acceptance of criticism	
2.	Reliability and Character: Dependability, integrity, honesty, integrity, Habits:	
	Conscientiousness, follow through, resourceful, self discipline, initiative, willingness	
5.	Composure Reaction to stress, poise, self control, adaptability	
6.	Capacity for Independent	
	Thinking: Leadership ability, creative thought, curiosity, demonstrates interest	
7.	Judgement and Common Sense: Ability and foresight in everyday decisions, expressions of opinion, maturity	
8.	Oral Expression: Clarity, coherence and confidence in conversation	

Please provide your overall impression of the applicant's strengths/weaknesses.

Continue on the back if necessary.

STRENGTHS:

WEAKNESSES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number