

Church of the Saviour

Declaring God's Glory, Preparing God's People, Sharing God's Love

REFERENCE FOR EMPLOYMENT

TO THE APPLICANT: Complete this section of the form prior to submitting it to your reference with a stamped envelope.

Name: (Mr .Mrs. Miss): _____

I am applying for the position(s) of _____

Circle One: I HAVE/HAVE NOT waived my right to see my recommendation.

Signature of applicant: _____ Date: _____

TO THE REFERENCE PERSON: Being a member of Church of the Saviour's staff demands the ability to work diligently, to put others' needs above one's own, and to exhibit a commitment to a Christian lifestyle. Thank you for your help in determining this.

Please be as objective as possible in your evaluation of the applicant. This reference will be of the most value to us when filled out as honestly as possible by someone who knows the applicant *well*.

Name: (Mr. Mrs. Miss): _____ Your occupation: _____

Home Address: _____

(street)

(city)

(state)

(zip code)

Phone #: _____ How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How well would you say you know the applicant? _____

What level of communication have you had with the applicant in the past 6 months?

_____ None _____ Surface _____ Personal _____ Very Personal

SOCIAL MATURITY

1. Social Acceptability

- ___ Generally avoided
- ___ Liked by some/slow to make friends
- ___ Well liked by most/makes friends easily
- ___ Very popular
- ___ ??

2. Maturity in Friendships

- ___ Has difficulty establishing close friendships
- ___ Forms exclusive or overly dependent relationships
- ___ Displays healthy balance in close friendships
- ___ Maintains close friendships/open to establishing new friendships
- ___ ??

3. Initiative in Conversation

- ___ Response to others' initiative
- ___ Initiates only when necessary
- ___ Average
- ___ Usually Initiates
- ___ ??

4. Social Manners

- ___ Unaware of bad social manners
- ___ Awkward in social situations
- ___ Average
- ___ Well mannered
- ___ Socially adapt
- ___ ??

5. Sensitivity to Others' Needs & Feelings

- ___ Insensitive/Cold
- ___ Average
- ___ Sensitive
- ___ Overly Sensitive
- ___ ??

6. Relationships with Opposite Sex

- ___ Insensitive/inconsiderate
- ___ Sensitive and considerate but awkward
- ___ Feels at ease
- ___ Relates very well
- ___ ??

7. Approachability

- ___ Hard to get to know
- ___ Not very open
- ___ Average
- ___ Approachable
- ___ Transparent/open
- ___ ??

EMOTIONAL MATURITY

8. Stability

- Emotionally Immature/Unstable
- Easily Annoyed
- Somewhat affected by
- Relaxed, calm, usually faces reality
- Emotionally mature/stable
- ??

9. Attitude/Outlook

- Generally negative/pessimistic/
worried/discouraged/anxious
- Generally positive/optimistic/
enthusiastic/encouraging
- ??

10. Self-Assurance

- Insecure
- Needs a lot of encouragement
- Average
- Confident
- Very self-assured
- ??

11. Adaptability Under Stress or Rapidly Changing Environment

- Unable to function
- Irritable/nervous
- Adapts after time
- Flexible/easily adaptable
- Calm/composed
- ??

SPIRITUAL MATURITY

12. Spiritual Sensitivity

- Insensitive to sin/conviction
- Overly sensitive to sin/conviction
- Average
- Sensitive
- Very sensitive
- ??

13. Spiritual Maturity

- Very young – demonstrates spiritual immaturity/hypocritical
- Young – up and down/inconsistent spiritual experience
- Young, but showing signs of maturity
- Maturing Christian, consistent
- Consistent, demonstrates Fruit of the Spirit
- ??

14. Sharing Faith

- Rarely/doesn't take the initiative
- Only when a part of a program or when expected of him/her
- Takes initiative to share occasionally
- Regularly looks for opportunities to share faith
- ??

WORKING WITH OTHERS

15. Ability to Work Under Authority

- Independent Spirit
- Average
- Cooperative
- Very cooperative
- ??

16. Working Relationships

- A drain on his/her supervisor
- A pleasure to work with
- ??

17. Generally Feels Most Comfortable:

- Alone most of the time
- Around a few close friends
- Around a lot of people
- ??

18. People/Task Orientation

- Task/Goal Oriented
- In between
- People/relationship oriented
- ??

19. Works well with:

- Women
- Equally well
- Men
- ??

20. Does not work particularly well with:

- Men
- Women
- ??

21. Works Well:

- Alone
- Equally well
- On a team
- ??

22. Does not work particularly well:

- Alone
- On a team
- ??

LEADERSHIP

23. Leadership Ability

- Follower/low initiative
- Strong supportive team person (has ability to lead, but generally won't volunteer)
- Untapped leadership potential (probably has ability to lead)
- Strong quiet leader type
- Strong natural leader/bold/aggressive/influencer
- ??

24. If this person is a strong natural leader (from #23), how would he/she relate to an equally strong leader?

- With friction
- With good cooperation
- Not applicable
- ??

25. In a group of 4 to 6 people, this person would most likely be:

- A low initiative follower
- An active team person
- Assistant team leader
- The leader
- ??

26. In a group of 25, this person would most likely be:

- A low initiative follower
- An active team person
- One of the top 5
- The leader
- ??

27. Need for close Supervision

- Needs a lot of close supervision
- Needs accountability and encouragement on goals and application
- Does well with average supervision
- Needs very little supervision only direction
- ??

28. Communication Skill

- Unable to communicate clearly
- Average ability to communicate
- Excellent communicator
- ??

29. Assertiveness

- Shy/timid
- Reserved
- Initially shy, outgoing later
- Assertive/outgoing
- Bold/uninhibited/pioneering
- Overbearing/overzealous
- ??

	Poor		Average		Outstanding		
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Takes responsibility/asks for more responsibility
31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Takes initiative to meet new people
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans ahead; does not procrastinate
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to manage and motivate others
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative ability/ability to organize projects
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Decisiveness
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Servant spirit
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Competently communicates one-on-one
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Competently communicates to a small group
39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Competently communicates to a large group

PERSONAL MATURITY

	Poor		Average		Outstanding		
40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Able to maintain a clear perspective and calm attitude under pressure
41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to sense when something needs to be addressed when there is tension in relationships
42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Willingness to do menial jobs
43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flexibility
44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow through
45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determination
46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mental alertness
47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Common sense & judgment
48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conscientiousness
49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-discipline
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initiative/Drive
51.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dependability/Responsibility
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perseverance
53.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedules time with well-balanced priorities

54. **STRENGTHS** – The applicant’s greatest assets to this project would be:

55. **WEAKNESSES** – The applicant’s greatest hindrances to the project would be:

56. Does this person tend to overcompensate for any insecurities? Yes No
If Yes, in what way? _____

57. Does this applicant tend to determine his/her self worth by his/her performance? Yes No

58. When a conflict arises with a person or small group of people, how does the applicant generally respond?
 ___ defensive/critical attitude
 ___ withdrawal/avoidance
 ___ uncooperative
 ___ peacemaker
 ___ confrontational

59. Does the applicant have an independent streak, actively or passively resisting rules and authority over him/her that would hinder an effective team effort or close-knit team relationships? Think carefully!
 ___ not a problem at all
 ___ occasional problem; should be aware of its potential
 ___ major concern

60. Have you talked with the applicant about his/her moral standards and practices in the physical/sexual area of relationships? Yes No

61. Do you have a reason to question the applicant’s qualifications to be an ambassador for Christ because of questionable behavior in the physical/sexual area of relationships? Yes No

62. Does the applicant have any noticeable personality quirks that would cause some irritation with people living in tight quarters or having to be with the same people for a long period of time with little privacy? If yes, please explain:

63. Are there some things about the applicant that his/her direct supervisor should be aware of, or cautioned of, so as to help ensure good team relationships and to help the applicant grow both in character and ministry skills? If yes, please explain:

64. Circle any traits listed below which characterize this person:

easily irritated fun intolerant argumentative humorous nervous responsible cannot take a joke
compassionate easily angered impatient discouraged happy easily embarrassed bull-headed pleasant
always asking "why" depressed dishonest friendly frequently worried extremely moody complainer
sullen tense loving critical of others lacks humor legalistic intelligent giving cooperative caring
prompt good common sense sensitive

SUMMARY

1. Is this person mature enough socially, spiritually, and personally to have a good group experience working closely within a group?
 Mature enough Marginal Allow God to work more first
2. Do you have any hesitations or reservations about the applicants qualifications? If yes, please explain:
3. Would you entrust the care of your children to this applicant?
4. Has the applicant ever been involved in a crime that includes incest, sexual battery, pornography, or crime against children? Yes No

OVERALL RECOMMENDATION

- Recommend without reservation
 Marginal acceptance; have some reservations
 Definitely NOT recommended

I have reviewed this reference form and to the best of my knowledge, it is an accurate reflection of the applicant.

Date: _____ Signature (*do not print*): _____

Return completed forms to: Church of the Saviour
Attn: Children's Ministry
651 N. Wayne Avenue
Wayne, PA 19087