



E Q U I P

## REFERENCE FORM

**To the applicant:** Print your name and address on the lines below. The person filling out the reference may mail this form to the above address or fax it to the number given above.

**Name:**

Last name of applicant	First	Middle
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**Address:** \_\_\_\_\_

The Family Education Right and Privacy Act of 1974 permits students the right to inspect their files. Because of the importance of preserving the confidentiality of a reference, the ACT permits an applicant to waive his right of access to the reference. By signing below, the applicant willingly waives his right of access to see this recommendation knowing that this waiver is NOT required as a condition for admission.

**Signature of Applicant** \_\_\_\_\_

**To the person writing the reference:** The above named applicant has applied for acceptance to Metro Calvary School of Ministry and has named you as a reference. Based upon this information we receive from you, we can make a decision concerning whether or not our school would best contribute to the applicant's current spiritual growth. Therefore, we would appreciate it if you would complete the following and mail or fax it to us as soon as possible.

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity do you know the applicant? \_\_\_\_\_
3. How long has the applicant been an active Christian? \_\_\_\_\_
4. Describe the evidences you see in the applicant's life of his or her commitment to follow Christ.

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5. What gifts or ministries do you feel God has given the applicant?

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6. Please place an "X" at the appropriate place on each scale. Mark above the "?" if you feel your knowledge of the applicant is insufficient in that particular area.

		LOW		AVERAGE		HIGH		
<b>Responsibility</b> Ability to faithfully assume & carry out duties or obligations	?	1 Not Responsible	2	3 Somewhat responsible	4	5 Responsible	6	7 Very responsible
<b>Adaptability</b> Ability to adjust to changes in circumstances	?	1 Much difficulty	2	3 Moderate ability to adapt	4	5 Adapts well	6	7 Very adaptable
<b>Perseverance</b> Ability to move ahead in the face of adversity	?	1 Does not persevere	2	3 Sometimes perseveres	4	5 Usually perseveres	6	7 Almost always
<b>Decisiveness</b> Ability to synthesize information and choose a direction	?	1 Very indecisive	2	3 Somewhat indecisive	4	5 Decisive	6	7 Very decisive
<b>Personal Appearance</b> And manner	?	1 Careless	2	3 Fair	4	5 Good	6	7 Very well-groomed and well-mannered
<b>Social Poise</b> Social demeanor or confidence	?	1 Very lacking	2	3 Limited confidence	4	5 Confident	6	7 Very poised & confident
<b>Cooperation/ Teamwork</b> Ability to work with other people	?	1 Unable to work	2	3 Some difficulty	4	5 Works well	6	7 Extremely effective
<b>Communication</b> Ability to present, evaluate & exchange thoughts with clarity	?	1 Poor ability	2	3 Fair ability	4	5 Good ability	6	7 Outstanding ability
<b>Spiritual Maturity</b> Demonstrates maturity & consistency in Christian faith experience	?	1 Very immature	2	3 Somewhat immature	4	5 Very consistent	6	7 Exceptional
<b>Church Involvement</b> Relationship with a local church	?	1 Very infrequent	2	3 Somewhat involved	4	5 Active participation	6	7 Deep involvement
<b>Emotional Stability</b> Response to stressful situations	?	1 Much difficulty	2	3 Some difficulty	4	5 Handles well	6	7 Exceptionally well
<b>Personal Ministry</b> Active, positive influence on others for Christ on a personal basis	?	1 Does not conduct	2	3 Limited ability	4	5 Active	6	7 Exceptional ability
<b>Leadership (Demonstrated)</b> Concrete evidence of ability to direct, conduct, guide or influence people	?	1 Almost never leads	2	3 Leads on occasion	4	5 Leads frequently	6	7 Exceptional leadership

**Leadership (Potential)**

Abilities & skills necessary for development of quality leadership

1 2 3 4 5 6 7  
Low potential Some potential Good potential Exceptional potential

7. Please include information which could be helpful in the consideration of this applicant.

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8. Do you have any reservations about this applicant? If so, what are they?

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Thank you for your cooperation in this matter. Please mail this reference to the address at the bottom of the form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: ( \_\_\_\_ ) \_\_\_\_\_ (Home) ( \_\_\_\_ ) \_\_\_\_\_ (Work)

Email address: \_\_\_\_\_

Organization or church to which you belong: \_\_\_\_\_



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