

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 blanks 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, trustworthiness	
3. Personal Appearance: Cleanliness, grooming	
4. Work 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