



APPLICANT REFERENCE FORM

| | |
|-----------------------------|-------|
| NAME OF APPLICANT: | _____ |
| PERSON PROVIDING REFERENCE: | _____ |
| RELATIONSHIP TO APPLICANT: | _____ |
| ADDRESS: | _____ |
| PHONE: | _____ |
| EMAIL: | _____ |

The above named person has made application with our organization for voluntary service. Our program may involve overseas travel to remote locations with team members spending large numbers of hours or days together in a foreign environment. The applicant has provided you with this form and has signed a confidentiality agreement to allow you to provide the information to us. Please complete the following pages honestly. Your answers will assist us in assessing the applicant's suitability for service with us and will help us to provide appropriate pre-field training and job assignment.

INSTRUCTIONS:

1. Please **WRITE LEGIBLY** with a black ink pen **OR TYPE**
2. **SIGN** the completed form
3. Use the addressed stamped **ENVELOPE** provided by applicant
4. Before mailing seal the envelope and **SIGN OVER** the sealed flap
5. Mail the sealed envelope to the candidate who will return it unopened with their application

If unable to return form to applicant, return to:

Window of Hope
39506 N. Daisy Mountain Drive Suite 122-619
Anthem, AZ 85086

PART 1: SUBJECTIVE BACKGROUND INFORMATION

Relationship/Faith:

1. How long have you known the applicant?

2. What is your relationship to the applicant?

3. Do you regularly attend the applicant's present church?

4. How do the applicant's actions give witness to their Christian faith?

5. Please give us your opinion of the applicant's bible knowledge and doctrine.

6. Describe the applicant's ability to form and cultivate healthy and collegial relationships.

7. Please describe the candidate's communication style. For example, is he or she an open communicator, gregarious, withdrawn, articulate, a good public speaker, attentive listener or non-communicative?

Strengths/Weaknesses:

1. What are the candidate's strengths?

2. What are the candidate's weaknesses?

3. Does there seem to be a good potential for growth and development?

Servanthood and Leadership:

1. People tend to be more task-oriented or more people-oriented. How would you best describe the candidate with these descriptors?
2. People tend to be leaders who take charge or tend toward being more laid back and a follower. How would you best describe the candidate with these descriptors?
3. Do you feel the applicant can submit to leadership and operate with a servant's heart and demeanor?

Sensitivity/Flexibility:

1. Please comment on the applicant's sensitivity to people and their needs.
2. Please comment on the applicant's ability to deal with change and adjust to new conditions?
3. Please comment on the applicant's ability to accommodate other points of view.
4. Does the applicant display any tendency toward prejudice or exclusion?

Commitment:

1. What is the applicant's sense of commitment and devotion?
2. Is the applicant a person of definite convictions and principles?

3. Does he or she keep commitments and hold firmly to established relationships?

4. Is he or she a person of their word?

Achievement:

Please describe his/her ability to formulate, implement and carry out plans. Please comment on the candidate's aggressiveness in completing activities and their attention to detail.

Sense of worth:

1. Does the applicant have a healthy sense of self-assurance without being proud and boastful or shy and intimidated?

2. Have you seen any signs or symptoms of low self esteem?

Attitude:

1. What is the candidate's general outlook on life?

2. Does he or she seem to be generally positive and open, enthusiastic, and not given to periods of depression or anger?

Health:

In your opinion, how would you evaluate the candidate's general state of?

Physical health?

Mental and emotional health?

Ability to cope?

Limitations:

Please check any of the following characteristics or traits that you have noticed in the candidate:

- Angry or Irritable
- Impatient
- Intolerant
- Argumentative
- Difficult
- Domineering or “cocky”
- Critical of others
- Easily embarrassed
- Easily offended
- Discouraged or sullen
- Depressed
- Dramatic (excessively)
- Frequently worried, anxious, nervous or tense
- Prejudiced towards groups, races or nationalities
- Given to exclusive and absorbing friendships (cliquish)
- Lack of humor or unable to take a joke

If you selected any of these limitations, please describe the form and intensity of such behavior.

Community Involvement:

Is the applicant a leader in his or her community? Please give examples.

Summary:

Are you aware of any other issues not addressed here of which we should be aware? If so, please describe them

PART 2: OBJECTIVE BACKGROUND INFORMATION

Instructions: Please use a scale of **5** (exceptional), to **1** (below average). Make comments as needed.
Please note that a 3 would be average, 5's and 1's should be rare but possible scores

| Characteristic: | Rating: | Comments: |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| CHRISTIAN FAITH How closely their walk reflects their faith and commitment to their beliefs | 5 4 3 2 1 | |
| INVOLVEMENT Commitment to church, school and/or community | 5 4 3 2 1 | |
| RELATIONSHIPS Making friends in general | 5 4 3 2 1 | |
| With persons of different backgrounds and faiths | 5 4 3 2 1 | |
| With authority figures. | 5 4 3 2 1 | |
| COMMUNICATION SKILLS Able to communicate with others effectively | 5 4 3 2 1 | |
| DEPENDABILITY in completing tasks | 5 4 3 2 1 | |
| PUNCTUALITY Arrives on time | 5 4 3 2 1 | |
| LEADERSHIP of others and group process | 5 4 3 2 1 | |
| HUMILITY | 5 4 3 2 1 | |
| SERVANTHOOD/ATTITUDE Able to be team player, submit to leadership, receive instruction, sacrifice for greater team good | 5 4 3 2 1 | |
| EMOTIONAL STABILITY | 5 4 3 2 1 | |
| CREATIVITY Creativity and resourcefulness | 5 4 3 2 1 | |
| FLEXIBILITY/ADAPTABILITY in facing new situations, foreign environment, unlike people groups, different cultures, when under some stress or sleepy | 5 4 3 2 1 | |

Thank you so much for taking the time to complete this reference. We recognize it requires a great deal of thought and work. The staff and leadership of Window of Hope appreciates your efforts in this regard

Signature: _____

Date: _____

Print Name: _____