

CONFIDENTIAL REFERENCE FORM

APPALACHIAN OUTREACH SUMMER STAFF

APPALACHIAN OUTREACH MINISTRIES
190 OLD. A. J. HIGHWAY, C-N BOX 71904
JEFFERSON CITY, TN 37760

Applicant's Name _____

Please be as objective as possible in your evaluation of the applicant. Your reference will be most valuable to us when completed honestly and returned in a timely manner. Serving with the Appalachian Outreach summer staff requires a genuine Christian commitment, a willingness to work hard, an ability to relate well to others, flexibility, and an interest in Christian service and spiritual growth. You are an important link in helping us determine whether the applicant meets these criteria.

To be completed by the person filing out this reference.

Name _____ () _____ Phone Number

Address _____ City _____ State _____ Zip _____

In what capacity have you known the applicant? [] Student Minister [] Church Staff [] Professor/Teacher [] Friend [] Employee [] Other _____

How long have you known the applicant? _____ How well do you know the applicant?

[] Very well [] Casual Acquaintance [] Close friend [] Not at all

Briefly describe the nature of your relationship with the applicant and their work ethic: Please place a check in each box that describes the applicant. You may check more than one box if necessary. Leave blank if you cannot answer.

PERSONAL RELATIONSHIPS

1. Peer Relationships

- [] Generally avoided
[] Slow to make friends
[] Makes friends easily
[] Very popular

2. Family Relationships

- [] Healthy and supportive
[] Healthy but not supportive
[] Dysfunctional but supportive
[] Dysfunctional but not supportive

3. Social Relationships

- [] Avoids social relationships
[] Awkward in social situations
[] Average
[] Well-mannered
[] Socially inept

4. Relationships with Opposite Sex

- [] Insensitive/insecure
[] Sensitive/considerate but awkward
[] Feels at ease
[] Relates well

5. Interpersonal Relationships

- [] Loner
[] Reserved
[] Average
[] Outgoing, friendly
[] Overbearing

EMOTIONAL MATURITY

6. Response to Stress/Pressure

- [] Withdraws socially or emotionally
[] Becomes overly critical of others
[] Dominates situation/people
[] Adapts slowly
[] Copes well

7. Self-Assurance

- [] Insecure
[] Needs encouragement
[] Average
[] Confident

SPIRITUAL MATURITY

8. Bible Knowledge

- [] Little
[] Average
[] Much

9. Application of Spiritual Knowledge

- [] Poor
[] Average
[] Good

10. Level of Spiritual Maturity

- [] Demonstrates spiritual Immaturity; hypocritical
[] Up and down; inconsistent spiritual experience
[] Growing; showing signs of maturity
[] Maturing Christian; fairly consistent
[] Mature and consistent

WORKING WITH OTHERS

11. Ability to Work with Supervisors

- [] Rebellious spirit; likes to do his or her own thing
[] Cooperative in most situations
[] Independent worker; able to take directions and go
[] Dependent; needs to be closely guided

12. Working Relationships

- Has problems relating to fellow workers
- Sometimes has difficulty Interacting with others
- Has average ability to work with others
- Works well with others

13. Supervisory Needs

- Needs excessive supervision
- Needs accountability and encouragement to accomplish tasks/goals
- Does well with regular routine supervision
- Needs little supervision with directions

14. Communication Skills

- Unable to communicate clearly
- Average in ability to communicate
- Clear, confident in communicating

LEADERSHIP

15. On a team of two to four students, this person would likely be:

- A low-initiative follower
- A self-starting team member
- A supportive team member
- The leader

16. When conflict arises, this person generally responds with:

- Defensive/critical attitude
- Withdrawal/avoidance
- Lack of cooperation
- Confrontation
- Openness to resolving conflict
- Peacemaking

17. Applicants' involvement in a local church:

- Not actively involved
- Somewhat involved; participate occasionally
- Involved; participates regularly
- Very involved; participates frequently

18. The applicant demonstrates these characteristics: (Check all that applies.)

- Genuine commitment to Christ
- Willingness to work hard
- Desire to learn new things
- Positive, Christian attitude
- Ability to be flexible, adaptable
- Interest in Christian service and spiritual growth
- Ability to relate to most People

Check any traits that characterize the applicant:

- | | | |
|---|--|---|
| <input type="checkbox"/> Impulsive | <input type="checkbox"/> Friendly | <input type="checkbox"/> Critical of others |
| <input type="checkbox"/> Mature | <input type="checkbox"/> Flexible | <input type="checkbox"/> Argumentative |
| <input type="checkbox"/> Extrovert | <input type="checkbox"/> Introvert | <input type="checkbox"/> Indecisive |
| <input type="checkbox"/> Relates well to other races/cultures | <input type="checkbox"/> Often needs emotional support | <input type="checkbox"/> High energy level |
| <input type="checkbox"/> Self Starter | <input type="checkbox"/> Good sense of humor | <input type="checkbox"/> Domineering |
| <input type="checkbox"/> Sensitive and caring | <input type="checkbox"/> Low self-esteem | <input type="checkbox"/> Moody |
| <input type="checkbox"/> Happy | <input type="checkbox"/> Pleasant to be with | <input type="checkbox"/> Shy, reserved |
| <input type="checkbox"/> Follower | <input type="checkbox"/> Quick-tempered | <input type="checkbox"/> Low energy level |
| <input type="checkbox"/> Lazy | <input type="checkbox"/> Constantly complaining | <input type="checkbox"/> Easily embarrassed |
| <input type="checkbox"/> Uses inappropriate humor | <input type="checkbox"/> Has respect of others | <input type="checkbox"/> Shares faith naturally |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Fun | <input type="checkbox"/> Prejudiced |

Does the applicant have any habits or characteristics that his or her direct supervisor should be aware of, or cautioned about, to help ensure good team relationships and to help applicant grow in both character and ministry skills? Yes No If "yes", please explain:

Do you have any hesitations or reservations about the applicant's qualifications? Yes No If "yes", explain:

If you have any information that you prefer to share by telephone, please give us a number where you can be reach during the day. () _____

If you were going on a 10-week mission project, would you want this person on your team? Yes No

Additional Comments (place on back of page):

OVERALL RECOMMENDATION Very strongly Strongly Somewhat Not recommended

Signature

Date