



Employer Reference Form

Applicant: _____ has applied for _____ for Christian Women Connection

You have been referred to us for information regarding the applicant named above. As we appraise qualifications for this ministry position, would you please take time to fill out this reference? We would appreciate receiving your honest, straightforward responses so that we might gain an accurate understanding of the applicant's character and ministry abilities. Please feel free to offer additional information that would be pertinent and to attach additional pages as needed. Be assured that your reply will be held in strict confidence.

You may return the completed reference in the enclosed envelope, via email as an attachment to gsmith@wchog.org or fax it to 765-608-3094, attention: Gretchen Smith

Thank you for your time and assistance.

Reference name		Work phone	
Title or position		Email	
Company/organization			
May we contact you directly if there are further questions?			

Are/were you a co-worker of the applicant? _____

How well would you say you know the applicant? _____

What are/were the applicant's basic responsibilities? _____

What is the overall applicant's attitude on the job? _____

How does this person respond to those in designated authority?

How does this person relate to co-workers?

What descriptive words come to mind when you think of this person?

Character Traits

Please check the appropriate space for each characteristic according to your knowledge of the applicant. If you have not observed this trait, check "not known." Consider average to be a reasonably well-adjusted individual who is qualified for full-time ministry.

strong average weak not known

Comments

Personal

Self-discipline					
Teachability					
Adaptability					
Perseverance					
Dependability					
Common sense					
Integrity					
Emotional maturity					
Self-confidence					
Energetic					
Marital harmony (if applicable)					
Discipline of children (if applicable)					

Spiritual

Spiritual maturity					
Knowledge of the Bible					
Consistent testimony					
Witness for Christ					
Eager to serve others					

Social

Cooperates w/others					
Kind-Christian Character					
Ability to communicate					
Respected by peers					
Responsive to needs					

Achievement/leadership

Able to make decisions					
Responsible					
Self-starter					
Inspires others					
Trustworthy					
Resourceful					
Creative					

Have you noticed...

never sometimes often not known

comments

Criticalness					
Argumentativeness					
Domineering manner					
Irritable or intolerant					
Easily discouraged					
Moodiness					
Prejudice toward others					
Anxiety, worry					

What positive contributions would this person likely make with Christian Women Connection?

In what areas does the applicant need to grow?

Can you, without significant reservations, recommend this person for Mailroom Assistant?

Name

phone

Email address

Please feel free to supply additional information.

Your signature

Date

**Please return to Christian Women Connection
 PO Box 2328
 Anderson, IN 46018-2328
 or
 Email to abailey@wchog.org**