

STRICTLY CONFIDENTIAL

REFERENCE FORM



Rodem House, 752 Vikas Nagar, Nayagaon, Mohali, PB 160103 • Administrator@niits.net

The board of NORTH INDIA INSTITUTE OF THEOLOGICAL STUDIES gives serious consideration to the references of all applicants and keeps it in strict confidence. Our primary concern is to take people who are called by God for ministry, know their spiritual gifts, possess natural talents, and have acquired necessary skills. We greatly appreciate your honest and careful consideration of the applicant. After completely filling out this reference form at your earliest, please return it DIRECTLY to the Administrator of NIITS at above address. Thank you.

NAME OF THE APPLICANT: _____

1. How long have you personally known the applicant? _____ (Years)

How well? Very well Rather well Casually Not well
In what relationship? Teacher Pastor Friend Employer Adviser Other

2. Please rate the candidate by ticking (√) one or more items under each of the headings below. If you wish, describe briefly and factually specific instances that support or interpret your judgment. Do not tick items concerning which you feel uncertain or which you have had no opportunity to observe.

Physical Condition

- Frequently incapacitated
- Fairly healthy, but somewhat below par
- Good health overall
- Rugged and vigorous

Sociability or Friendliness

- Avoided by others
- Tolerated by others
- Liked by others
- Well-liked by others
- Sought by others

Perseverance (in completing task)

- Gives up easily/easily discouraged
- Needs encouragement to persevere
- Persists in most circumstances
- Persists even under adversity

Teamwork (ability to work with others)

- Frequently causes friction
- Prefers to work alone
- Usually cooperative, helpful
- Able to work with those of different personality or temperament
- Most effective in team work

Achievement (ability to formulate, execute, and carry plans to conclusion)

- Does only what is assigned
- Starts but does not finish
- Meets average expectations
- Resourceful and effective
- Superior creative ability

Responsiveness (to other's feelings/needs)

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Responses with unusual insight and consideration

Emotional Adjustment

- Yields to urges or cravings
- Tense, fearful, nervous, anxious
- Easily angered, easily frustrated
- Downhearted, depressed
- Maintains balance, self-controlled

Teachability

- Rigid, argumentative, closed
- Highly opinionated, prejudiced
- Open-minded, flexible, tolerant
- Willing to receive instruction
- Eager to learn new things

Intelligence

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity

Wisdom in use of money

- Talks frequently of debt/financial worries
- Expects others to meet needs
- Imprudent, reckless, impulsive
- Extravagant, overgenerous
- Careful, has a budget, plans, saves

Leadership (ability to inspire others and maintain their confidence)

- Makes no effort to lead
- Tries but lacks ability
- Has some leadership promise
- Good leadership ability
- Unusual ability to lead

Self Image

- Insecure, low self image
- Inferiority complex, looks depressed
- Self-confident, balanced view of self
- May be prone to boasting, proud
- Modest, true estimate of self

3. How is this applicant skilled, gifted, and capable for full-time service in a Christian organization?

4. Do you have any reason to doubt the applicant's personal integrity? If so, please specify.

5. How would you evaluate applicant's relationship with his/her spouse? (if married)

- Don't know Superficial Detached/alooof Reserved Warm/growing Exemplary

6. What have you (or the church) recognized as the primary qualifications of the applicant for service to our Lord and His Church and why?

7. What do you believe to be the applicant's primary motivation in applying to NIITS?

8. Please list any and all reservations you have concerning this applicant.

9. What might be the main hindrances to the applicant's appointment with NIITS?

10. Would you hire the applicant for your organization or church staff or prefer him/her as a colleague? Why or Why not?

11. How would you rate the applicant's potential effectiveness in full-time Christian ministry?

- Exceptionally good Very good Good Fair Poor

If there are additional facts that we should know, please write them on a separate sheet. You may include the names and address of additional references that you think will be of help in evaluating this applicant.

SUMMARY

- Recommended with enthusiasm **Signature:** _____
 Recommended **Name (CAPITALS):** _____
 Recommended with reservations **Position:** _____
 Not recommended **Church/Organisation:** _____
 Please contact me for further information **Address:** _____

Date Filled: _____

Phone: _____ Fax: _____ Email: _____