

# STRICTLY CONFIDENTIAL

# REFERENCE FORM



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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?

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

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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?

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

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

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

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

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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: \_\_\_\_\_