

TRAINEE REFERENCE FORM

Applicant _____

The person named above is applying for a position as a Trainee with West Side Church, Richland, Washington. The applicant has been instructed to produce three references, thus no single reference will determine the applicant’s suitability for this ministry. Please complete it to the best of your knowledge.

The Trainees are provided leadership training and given leadership responsibility in various areas of ministry to children, youth and older adults during the summer. This ministry is intensive and offers a supportive Christian community, but it can be stressful, demanding the best of the individual Trainee’s resources.

All references are held strictly confidential, and will be reviewed only by the Trainee selection committee. Your personal comments are desirable and will be appreciated by the applicant and those selecting Trainees.

Please return this reference within one week of receipt to:
(You may also send it as an email attachment to
trainees@westside1.org)

West Side Church
615 Wright Avenue
Richland, WA 99352
509.946.4656

- A. How long have you known the applicant? _____
- B. How well do you know the applicant? Slightly_____ Fairly well_____ Very well_____
- C. What is your relationship to the applicant?

- D. Please rate the applicant according to the following criteria and comment in the space provided.

1= Excellent 2= Good 3= Satisfactory 4=Fair 5=Poor U=Unknown

1 2 3 4 5 U **Spiritual Maturity:** Consider the demonstration of a personal and growing relationship with Jesus Christ, Biblical knowledge and the evidence of personal Bible study and prayer.

1 2 3 4 5 U **Responsibility:** Consider the degree to which the applicant finishes what he/she starts, is dependable, consistent, prompt, effective, and resourceful.

1 2 3 4 5 U **Leadership:** Consider the applicant’s ability to inspire others; to coordinate and lead activities; facilitate group interaction and decision-making.

1 2 3 4 5 U **Initiative:** Consider how the applicant approaches new situations; self-motivation, readiness to take action, ability to set and achieve appropriate goals, need for supervision.

1 2 3 4 5 U

Teamwork: Consider the applicant's ability to participate actively as a team member and to follow, encourage, support and respect established leadership.

1 2 3 4 5 U

Interpersonal Relationships: Consider attitude toward and cooperation with others (including supervisors); does the person make observable friendships, exhibit listening skills, trust and genuine caring for others; is he/she open, sincere, and flexible in relationships?

1 2 3 4 5 U

Emotional Stability: Consider the directions and control of emotional responses in various situations, general disposition, ease of manner, and predictability.

1 2 3 4 5 U

Personal Maturity: Consider the applicant's integrity, thoughtfulness, accuracy of perception, judgment, common sense; his/her self-awareness of strengths and weaknesses.

1 2 3 4 5 U

Social Sensitivity: Consider the applicant's ability to be sensitive, understanding to other's feelings and reactions, and ability to make effective, insightful responses.

1 2 3 4 5 U

Communication: Consider the applicant's ability to grasp ideas; to read, speak and write effectively; to listen and to convey understanding to others.

1 2 3 4 5 U

Motivation for Ministry: Consider the applicant's desire to serve Jesus Christ; his/her love for the church and grace for fellow Christians; risk-taking ability, humility, and response to challenge.

E.

In what ways do you perceive that this ministry will deepen the applicant's growth in Christ and utilize his/her talents and gifts?

F. In what ways do the applicant's family relationships and background enhance or hinder his/her effectiveness in ministry and his/her ease and participation in a host family living situation?

G. Additional comments that might help us evaluate the candidate accurately (add extra sheets if necessary).

H. Please indicate the strength of your recommendation of the applicant by checking one:

Highly recommend ____ Recommend ____ Recommend w/reservations ____
Don't recommend at this time ____

Signature _____ Date _____

Name (Print) _____ Job/Title _____

Address _____ Home Phone _____

City/State/Zip _____ Work Phone _____