**The Evangelical Covenant Church is:**

* Evangelical, but not exclusive
* Biblical, but not doctrinaire
* Traditional, but not rigid
* Congregational, but not independent

## BEMIDJI COVENANT CHURCH

## CONFIDENTIAL REFERENCE FORM

## Employer/Co-Worker Reference

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF APPLICANT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF REFERENCE

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send this reference directly to the hiring supervisor, not to the applicant.

Hiring Supervisor's Name **Todd Ertsgaard**

Phone \_\_\_218-751-3699\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail jobs@bemidjicovenant.com

Thank you for taking time to complete this reference form. We take your comments very seriously as we interview prospective staff members. In addition, your comments will assist in providing the best supervision for this person, if she/he is hired. The applicant is applying for a position with Bemidji Covenant Church. The job requires the ability to lead, train and empower people, and be engaged in intense personal relationships.

PLEASE DO NOT ANSWER ANY QUESTIONS UNLESS YOU HAVE PERSONAL DATA FROM WHICH TO DRAW. Your prompt response will be greatly appreciated. We will need all references in order to make our hiring decision. Please return within two weeks

How to respond:

1. You received this reference form by E-mail, you may fill out the form, save it and return it by E- mail to the hiring supervisor above.

(Applicant- Be sure this page has your name, and add your hiring supervisor's name, mailing address and E-mail address above.)

**I. PERSONAL**

A. Relationship

1. How long have you known the applicant?

 2. What is your relationship to the applicant?

B. Characteristics

1. Using numbers 1, 2, 3, and 4 please note below the applicant's four strongest areas. Using number 1 as the highest. Using numbers 5 and 6 note his/her two weakest areas. So only chose up to 4 as strengths and 2 and weakest. Do not rate them all.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a. Knows self fairly well

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b. Is supportive of others

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c. Is cool under pressure

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ d. Can function in a job where there is more to do than time to

do it

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e. Can structure his or her own time with minimal daily

 supervision

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ f. Is a self-starter/takes initiative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ g. Has considerable drive/is goal-oriented

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ h. Is quickly at home with new people

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ i. Is effective at oral communication

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ j. Exercises leadership

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ k. Can work with a diversity of people

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ l. Works best in a team context

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ m. Is adept at problem-solving

2. Please comment on any personal characteristic(s) listed above in order to help us know the applicant better.

3. What qualities do you most admire in this person?

4. Would you be pleased to have this applicant continue (or return to) your employment?

Yes with enthusiasm \_\_\_

Yes \_\_\_

Uncertain \_\_\_

No\_\_\_\_(If no, please comment.)

**II. Relational Skills**

A. What relational skills does the applicant have? Please illustrate.

B. How could the applicant improve how he/she relates to others?

C. Please comment on his/her interpersonal relationships with

1. Own sex

2. Opposite sex

1. **Work Habits and Skills**

1. In the course of the day, what work habits have you observed?

2. Has the applicant taken a leadership role in his/her current position? If so, what?

3. Would you assess the applicant as stronger in developing/coordinating program or working directly with people? Please illustrate.

4. Would you assess the applicant as stronger with groups or one-to-one? Please illustrate.

1. D. In what ways, if any, has his/her Christian faith affected your place of employment and individuals?

**III. FURTHER INFORMATION**

Is there anything further you would like to add that would be valuable in our assessment of this applicant?

YOUR NAME (please print)

YOUR SIGNATURE

Address

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail

Please list one other person you would deem qualified to appraise the applicant.

Name

Relationship to applicant

Address

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_Zip

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail