



**Bemidji Evangelical Covenant Church**

5405 Hart Lane NW  
 Bemidji, MN 56601  
 (218)-751-3699

The Evangelical Covenant Church is:

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

**GENERAL APPLICATION**

**Please Respond electronically. Please use an electronic signature wherever a signature is required. An electronic signature is your name, typed as you normally sign it, followed by the last four digits of your social security number.**

Hiring Supervisor: Todd Ertsgaard  
 Return this form to: [jobs@bemidjicovenant.com](mailto:jobs@bemidjicovenant.com)

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear picture of your interests, background, abilities and goals will help us to see where your talents can best fit with our ministry.

**PERSONAL DATA**

Full Name \_\_\_\_\_

—                      First                                      Middle                                      Last

**Permanent Address**

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

**Current Address, if different**

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

Telephone \_\_\_\_\_ State age if under 18 \_\_\_\_\_ E-mail \_\_\_\_\_

**Position Applying For**

Full-time  Part-time  Temporary  Summer When Available

Are you eligible for employment in the United States?  Yes  No  
 (Documentation will be required upon job offer).

**RECORD OF EDUCATION**

**NOTE:** Please [ask any college or university you have attended to send a transcript to the hiring supervisor.](#) (If you are in your final year, an incomplete transcript will do.)

School	Name and Location	Graduated?	Course of Study/Degree Obtained
High school		<input type="checkbox"/> YES, Year	
		<input type="checkbox"/> No, <input type="checkbox"/> Current	
College*		<input type="checkbox"/> YES, Year	
		<input type="checkbox"/> No, <input type="checkbox"/> Current	

Other (specify)		<input type="checkbox"/> YES, Year	
		<input type="checkbox"/> No, <input type="checkbox"/> Current	
Other (specify)		<input type="checkbox"/> YES, Year	
		<input type="checkbox"/> No, <input type="checkbox"/> Current	

\*Proof of degree (official or unofficial transcript, letter of completion or photo of diploma) will be required.

**RECORD OF WORK EXPERIENCE**

List below all present and past employment, beginning with the most recent:

<b>1. Employer</b>		<b>Dates: From/To</b>	<b>Work Performed</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Salary Starting/Final</b>		
<b>Supervisor</b>			<b>Phone</b>	
<b>Reason for Leaving</b>				
<b>2. Employer</b>		<b>Dates: From/To</b>	<b>Work Performed</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Salary Starting/Final</b>		
<b>Supervisor</b>			<b>Phone</b>	
<b>Reason for Leaving</b>				
<b>3. Employer</b>		<b>Dates: From/To</b>	<b>Work Performed</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Salary Starting/Final</b>		
<b>Supervisor</b>			<b>Phone</b>	
<b>Reason for Leaving</b>				
<b>4. Employer</b>		<b>Dates: From/To</b>	<b>Work Performed</b>	
<b>Address</b>				
<b>Job Title</b>		<b>Salary Starting/Final</b>		
<b>Supervisor</b>			<b>Phone</b>	
<b>Reason for Leaving</b>				

## RECORD OF TRAINING AND OR CERTIFICATIONS

List below all training and certifications - beginning with the most recent:

<b>1. Agency or Organization:</b>		<b>Dates: From/To</b>	<b>Training Experienced</b>
<b>Address</b>			
<b>Name of Certification:</b>			
<b>Trainer:</b>			<b>Phone</b>
<b>2. Agency or Organization:</b>		<b>Dates: From/To</b>	<b>Training Experienced</b>
<b>Address</b>			
<b>Name of Certification:</b>			
<b>Trainer:</b>			<b>Phone</b>
<b>3. Agency or Organization</b>		<b>Dates: From/To</b>	<b>Training Experienced</b>
<b>Address</b>			
<b>Name of Certification:</b>			
<b>Trainer:</b>			<b>Phone</b>
<b>4. Agency or Organization:</b>		<b>Dates: From/To</b>	<b>Training Experienced</b>
<b>Address</b>			
<b>Name of Certification:</b>			
<b>Trainer:</b>			<b>Phone</b>

## PERSONAL

1. What have you enjoyed most in previous jobs?

2. Please list your top five strengths from Strength Finders® Gallup CliftonStrengths if you have done the assessment:

1.	
2.	
3.	
4.	
5.	

<b>What is your Myers-Briggs Type:</b>	
<b>What is your Enneagram Type and Wing:</b>	

3. Please list any additional personal characteristics that would help us know you better.

4. Please list hobbies, sports and other activities and interests:

5. Are there any experiences, skills, or qualifications that you have that you feel would especially fit the position you are applying for?

6. Do you have any concerns about reporting to either a male or female supervisor?

Yes  No Reservations, if any?

7. Are you willing to report to a supervisor of any ethnicity?

Yes  No Reservations, if any?

8. The Evangelical Covenant Church affirms the call to ministry for all persons. We have ordained and fully credentialed women since 1976 and we seek to be a diverse and welcoming church that affirms the calling and gifts of the entire body of Christ. Will you support this Covenant Affirmation?

Yes  No Reservations, if any?

## FAITH BASED QUESTIONS

1. Please list the activities and ministries in which you have participated at a Church or Fellowship?

2. Describe how and when you became a follower of Jesus Christ.

3. Describe what you regularly do to develop your relationship with God and maintain spiritual health.

4. What spiritual gifts do you have? Please note contexts where you have used your spiritual gifts.

## REFERENCES

Dear Applicant,

In a separate document you will find the reference forms. Before you distribute the forms to your references, please enter your applicant information on the first page and check the title of each form to ensure you are giving each reference the appropriate form. Once you have distributed the reference forms you may submit your application to us at: [jobs@bemidjicovenant.com](mailto:jobs@bemidjicovenant.com)

The reference forms must be completed and returned before a candidate is interviewed. Please give your reference a due date.

Please note: We will not accept reference forms from family members.

List the name, telephone number and email address for each of your references below. Please have your references email us directly the forms provided.

Completed reference forms may be mailed to:

Name of Hiring Supervisor	Todd Ertsgaard		
Phone Number	218-751-3699	Email	jobs@bemidjicovenant.com

Please list three references that know you well.

**Reference #1 Former Employer or co-worker**

Name			
Phone Number		Email	

**Reference #2 Pastor or Spiritual Mentor/Influence**

Name			
Phone Number		Email	

**Reference #3 Peer**

Name			
Phone Number		Email	

**Optional Additional Reference – your choice – use Peer Form**

Name		Relationship to Applicant:	
Phone Number		Email	

**CONSENT AND RELEASE  
Employees & Volunteers**

**IMPORTANT**  
**PLEASE READ CAREFULLY BEFORE SIGNING**

**By my signature at the end of the application, I:**

**Consent to:**

Bemidji Covenant following up on statements contained in this application and contacting my present employer,\* past employers, listed references and other persons in order to obtain from them information relating to my activities and qualifications. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information.

Any person, school, present employer, past employer, or organization providing Bemidji Covenant with relevant information and comments that may be helpful to Bemidji Covenant in evaluating this application.

**\*If you do NOT want your present employer contacted in the initial stages of application, check here**

**Release:**

My present and former employers, references, organizations, and other persons from any legal liability in making responses to Bemidji Covenant as a result of this application. I understand this supersedes any agreement I may have made with a current or former employer or reference to the contrary. I further release all individuals and organizations, including records custodians, from all liability for damages that may result to me on account of compliance or attempts to comply with this authorization.

**Understand:**

That Bemidji Covenant is an equal-opportunity employer and does not discriminate on the basis of any protected classification (race, gender, national origin, citizenship, age, marital status, disability).

That any offer I may received for a position with Bemidji Covenant (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check. Acceptance, retention, or review of a pre-employment background check by Bemidji Covenant does not guarantee I will be offered a job.

**Agree to:**

Furnish the following background information:

(If you live in a state whose law exempts you from answering any of questions 1 through 6 below, you need not answer such question(s). For example, in certain states, such as Colorado, Illinois, Ohio, Oklahoma or Rhode Island, if you are the subject of a conviction or an arrest contained in a sealed or expunged record, you may respond "no" to question 1 as to such a conviction or arrest. Also, as a further example, if you lived in a state which exempts you from providing arrest information, such as Michigan, Illinois, New York, Rhode Island, Washington or Wisconsin, do not answer question 2.)

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement or explanation including the nature of the offense, date, and court where conviction was entered and any other relevant information. Yes  No
2. Have you ever been charged with a sexual offense, crime of violence or offense relating to children? If you have been charged with such an offense, please attach a statement or explanation, including name of the offense charged, date, law enforcement agency making the charge and any other relevant information. Yes  No
3. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances and the name and address of the entity receiving the report. Yes  No
4. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization, including Bemidji Covenant? If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved. Yes  No
5. Have you ever been dismissed from employment by any employer, including Bemidji Covenant and/or other charitable and religious organizations, following an allegation of sexual misconduct or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and

address of the employer. Yes  No

6. Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church or other organization where the investigation, review or complaint occurred. Yes  No

If you checked “yes” to any question above, please provide a complete explanation of the circumstances. If you feel there are any extenuating circumstances, such as your age at the time, please so state. In order to provide a full explanation of an affirmative response, you may attach additional pages to this questionnaire. Bemidji Covenant will evaluate what you have written and may ask you to provide additional information. In addition, Bemidji Covenant may determine that it needs to conduct an investigation and may require your assistance with this. This investigation may include a background screening including, but not limited to, the following: National Criminal Database, Social Security Search, National Sex Offenders Registry, and Motor Vehicle Records. While checking “yes” to any of the questions above will not result in automatic disqualification or termination from Bemidji Covenant, Bemidji Covenant may determine that an affirmative response would make an individual unfit for service or association with Bemidji Covenant’s ministry. In all cases, Bemidji Covenant reserves the right to determine, at its discretion, what action should be taken.

If any of your responses or information provided on this form are untruthful or inaccurate, Bemidji Covenant may determine that you are no longer qualified to be associated with the ministry in any capacity.

## **Covenant Affirmations:**

- We affirm the centrality of the word of God.
- We affirm the necessity of the new birth.
- We affirm a commitment to the whole mission of the church.
- We affirm the church as a fellowship of believers.
- We affirm a conscious dependence on the Holy Spirit.
- We affirm the reality of freedom in Christ.

## **WHO IS THE COVENANT**

The Evangelical Covenant Church is a rapidly growing multiethnic denomination in the United States and Canada with ministries on five continents of the world. **Founded in 1885 by Swedish immigrants**, the ECC values the Bible as the word of God, the gift of God’s grace and ever-deepening spiritual life that comes through a faith with Jesus Christ,

the importance of extending God's love and compassion to a hurting world, and the strength that comes from unity within diversity.

The Evangelical Covenant Church is:

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

## **Identity and Biblical Mission**

We are united by Christ in a holy covenant of churches empowered by the Holy Spirit to obey the great commandments and the great commission: to love God with all our heart, soul, strength, and mind, to love our neighbors as ourselves, and to go into all the world and make disciples.

## **Vision for Mission**

We covenant:

- to cultivate communities of worship committed to: prayer, preaching, and study of the word; the celebration of the sacraments; and fellowship across gender, race, age, culture, and class.
- to equip loving, giving, growing Christians to reach out with the good news of Jesus Christ – evangelizing the lost, ministering to those in need, and seeking justice for the oppressed.

## ***Our Core Values***

- To define our worth by our identity in Jesus Christ.
- To be a community of prayer and worship empowered by the Holy Spirit.
- To build a people with a Biblical perspective on life, and prepare them for ministry.
- To be a caring congregation, responsive to the spiritual, emotional, and physical needs of others.
- To be intentional in reaching unchurched people throughout the world with the love of Jesus Christ.
- To be responsible and accountable to God and others with dignity and love.
- To manage our time, abilities, resources and lifestyles responsibly.
- To pursue more effective ways to achieve our mission, here and around the world.
- To hold leadership and organizational structure subservient to the mission of the church.
- To see leadership as servant hood.

## **Our Mission Priorities**

### ***START AND STRENGTHEN CHURCHES***

We are committed to start and strengthen healthy, missional churches, much like the Apostle Paul started and continued to strengthen churches in the New Testament. We believe the local church is God's basic strategy to carry out mission in the world.

### ***MAKE AND DEEPEN DISCIPLES***



We are committed to reach people with new life in Christ, and then to help them grow deeper in Christ. It is a lifelong journey of faith.

### *DEVELOP LEADERS*

We are committed to our clergy, through investing in their ongoing personal and professional growth. We also see very real opportunities to expand the training of our laity. In multiple venues we seek to develop all leaders of the church – both clergy and lay.

### *LOVE MERCY, DO JUSTICE*

We are committed to pursuing compassion and justice through our world. From our inception the Covenant has been concerned with helping hurting people (love mercy), and addressing the causes of that hurt (do justice). From a biblically rooted perspective, we provide tangible ways of extending the love of Jesus in deed as well as work, and speak as an advocate.

### *SERVE GLOBALLY*

We are committed to a global gospel – extending the whole gospel to the whole world. Through global partnerships and our own missionary team, we make and deepen disciples, start and strengthen churches, develop leaders, and love mercy and do justice.

I certify that the information contained in this application is true and complete to the best of my knowledge, and I understand that, if employed, any falsified statements on this application may be grounds for dismissal.

I authorize Bemidji Covenant to investigate all information provided and statements made on this application, in my submitted resume(s), and in any interview in which I may participate.

If appointed to a position with Bemidji Covenant, I affirm and will adhere to the Affirmations and Mission Priorities of Bemidji Covenant.

I understand that this application does not constitute an offer of employment and that it does not create, nor is it intended to create, a contract of employment.

I understand that employment with Bemidji Covenant is on an “at will” basis, which means that employment with Bemidji Covenant can be terminated at any time, by the employer or by me, with or without prior notice, warning, or disciplinary action, and for any or no reason, with or without cause.

I have read, understand, and consent by my signature to these statements.

**SIGNATURE** \_\_\_\_\_

Printed

**SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

Electronic signature: typed full name followed by last four digits of SSN



**BEMIDJI COVENANT CHURCH  
CONFIDENTIAL REFERENCE FORM  
Peer Reference**

**The Evangelical Covenant Church is:**

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

\_\_\_\_\_  
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](mailto: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 by

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 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.

_____	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. How has the applicant ministered to you personally?

## II. **Personal Foundations**

4. What impresses you most about the applicant's spiritual life?
5. In what ways have you observed the applicant grow in spiritual maturity? What do you admire most about their spiritual life?
6. What spiritual gifts can you affirm in the applicant? Please note the context where gifts were exercised.

## IV. **RELATIONAL**

7. Comment on her/his interpersonal relationships (noting where improvement is necessary):
  - a. With others of his/her own gender
  - b. With others of the opposite gender
  - c. With others from a different ethnic or cultural background
  - d. With others in authority positions over the applicant

## VI. **SKILLS**

8. Would you assess the candidate as stronger in developing/coordinating programs or working directly with people? Please illustrate.
9. Would you assess the candidate as stronger in ministry with groups or in ministry one-to-one? Please illustrate.
10. Where has the applicant taken a leadership role? Discuss any aspects of his or her leadership that would be of particular benefit in his or her role.

V. Additional Information

8. Is there any additional information you would like to share 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 \_\_\_\_\_

**BEMIDJI COVENANT  
CONFIDENTIAL REFERENCE FORM  
Pastor Reference**

**The Evangelical Covenant Church is:**

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

\_\_\_\_\_  
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](mailto: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 by

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 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.

_____	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.
4. Would you assess the candidate as stronger in developing / coordinating programs or working directly with people? Please illustrate.
5. Would you assess the candidate as stronger in ministry with groups or one-to-one? Please illustrate.

## **II. SPIRITUAL**

- A. How would you assess the applicant's spiritual gifts and skills?
  
- B. What observations do you have about the applicant's spiritual maturity?
  
- C. What spiritual disciplines does the applicant practice?
  
- D. As a pastor, in what areas would you like to see the applicant grow?
  
- E. How would you assess the Applicants theological acuity?

## **IV. RELATIONAL**

- A. Where have you seen the applicant engaged in ministry? With what degree of fruitfulness?
  
- B. Comment on his/her interpersonal relationships with
  - 1. Own sex
  
  - 2. Opposite sex
  
- C. How could the applicant improve how he/she relates to others?



D. Describe the applicant's attitude toward and participation in the local church.

E. In what areas of church life has the applicant exercised leadership?

**V. RECOMMENDATIONS**

A. In your opinion does this person's character meet the biblical norms for leadership?  
Please state any reservations.

B. If your church decided to hire a church staff member, would you recommend this candidate? Yes, with enthusiasm \_\_\_\_\_ Yes \_\_\_\_\_  
Uncertain \_\_\_\_\_ No \_\_\_\_\_  
Any reservations?

C. Is there any further information 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



**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](mailto: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 by

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.

_____	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

## **III. 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.

## **IV.**

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