

# EMPLOYER/TEACHER REFERENCE FORM

**APPLICANT INFORMATION:** Please complete the information below and provide an envelope addressed to the address below, to the attention of *Personnel*.

Applicant's Name \_\_\_\_\_ Applying for: \_\_\_\_\_  
*program/school/position*

Address: \_\_\_\_\_  
*Street* *City* *Prov./State* *Postal (Zip) Code* *Country*

Phone numbers: \_\_\_\_\_ Email: \_\_\_\_\_  
*Daytime* *Evening*

I, the above-named applicant, **WAIVE** any right I have to read or obtain copies of this recommendation knowing that this waiver is **NOT** required as a condition for admission.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Day/Month/Year*

The above applicant has applied to one of Youth With A Mission's (YWAM) ministries. YWAM is an international, interdenominational missionary organization founded in 1960, with centres in over 630 locations in over 170 countries. YWAM seeks to disciple the next generation of Christian leaders to be world changers. We serve as a training base from which skilled workers are sent out into all the world.

Serious consideration is given to your comments therefore we ask that you complete this form carefully. This form will be kept confidential. Your prompt completion of this form (within 7 days) is important and appreciated. Please answer the following and comment where necessary (use additional paper if needed).

1. How well do you know the applicant?  Very Well  Well  Casually
2. How long have you known the applicant (years/months)? \_\_\_\_\_
3. Did you know prior to receiving this form of the applicant's intention to apply for this program/position with YWAM?  Yes  No
4. Please rate, according to what you have observed, the applicant's effectiveness in the following areas:

Skills of Applicant	Excellent	Good	Fair	Poor	N/A	Comments
Communication						
Motivation/initiative						
Organization						
Time management						
Team work						
Concern for others						
Ability to follow						
Leadership						
Judgment/decision-making						
Health						
Emotional stability						
Personal Appearance						

5. Does the applicant display high moral standards?  Yes  No Please explain: \_\_\_\_\_  
 \_\_\_\_\_

6. How does the applicant usually react to trying situations?
- Withdraws  Gets discouraged  Gets angry  
 Meets constructively  Accepts patiently  Other: \_\_\_\_\_

7. Due to the cultural and environmental context of the school, adjustments may have to be made by the applicant. Keeping in mind the challenge of unusual demands, please rate the applicant as to his/her maturity and emotional stability:
- Mature. Has proven ability to operate under stress and pressure  More mature and emotionally stable than average  
 Possesses adequate emotional stability  Doubtful. The applicant may not be able to endure stress  
 Frequent signs of inability to cope with stress such as rage, withdrawal, erratic in attitude and action, or emotional instability shown in other ways.

8. Please rate the applicant in each of the following categories to the best of your knowledge:

- |  |   |
|--|---|
| <u>Physical condition:</u> <input type="checkbox"/> Limited <input type="checkbox"/> Normal <input type="checkbox"/> Healthy | <u>Punctuality:</u> <input type="checkbox"/> Punctual <input type="checkbox"/> Average <input type="checkbox"/> Often late        |
| <u>Intelligence:</u> <input type="checkbox"/> Slow <input type="checkbox"/> Average <input type="checkbox"/> Alert           | <u>Financial:</u> <input type="checkbox"/> Honorable <input type="checkbox"/> Normal <input type="checkbox"/> Neglectful          |
| <u>Social adaptability:</u> <input type="checkbox"/> Shy <input type="checkbox"/> Friendly <input type="checkbox"/> Outgoing | <u>Disposition:</u> <input type="checkbox"/> Cheerful <input type="checkbox"/> Passive <input type="checkbox"/> Moody             |
| <u>Industrious:</u> <input type="checkbox"/> Hard worker <input type="checkbox"/> Average <input type="checkbox"/> Lazy      | <u>Reliability:</u> <input type="checkbox"/> Neglects <input type="checkbox"/> Average <input type="checkbox"/> Meets obligations |
| <u>Flexibility:</u> <input type="checkbox"/> Open <input type="checkbox"/> Average <input type="checkbox"/> Unyielding       |   |

9. Below are some of the qualities which describe a leader. Please rate the applicant using the following letters:

(W-weak, D-developing, A-average, M-mature, S-strong)

- |   |                               |   |
|---|-------------------------------|---|
| ___ Positive, contagious spirit               | ___ Able to make decisions    | ___ Social poise                          |
| ___ Ability to motivate others                | ___ Gets along with everyone  | ___ Assurance of God's calling            |
| ___ Self-confidence                           | ___ Teachable attitude        | ___ Respect for the convictions of others |
| ___ Communicates clearly                      | ___ Able to receive criticism | ___ Emotionally stable                    |
| ___ Able to deal with inter-personal problems |                               |   |

10. Please use a separate sheet of paper to elaborate if the answer is YES to any of the following:

- a) Has the applicant proven on any occasion to be unreliable, dishonest, or of questionable character?
- b) As far as you know, has the applicant ever been involved in drug or alcohol abuse, or the occult?
- c) As far as you know, has the applicant ever been arrested by any offense other than minor traffic violations?
- d) Does the applicant use tobacco or abuse alcohol at this time?

\_\_\_ Check here if the answer is NO to all of the above.

11. Listed below are some of the tendencies which, if present, may reduce the effectiveness of someone involved in YWAM. Please underline words or descriptions which may pertain to the applicant:

- |  |  |
|--|--|
| easily embarrassed, offended or discouraged      | given to exclusive & absorbing infatuations    |
| frequently worried, anxious, nervous or tense    | lacking in humor, unable to take a joke        |
| prejudice toward groups, races, or nationalities | unable to cope with stress, erratic in actions |
| impatient, moody, intolerant, argumentative      | domineering, "cocky", critical of others       |
| exaggerates, gives in to peer pressure           | easily persuaded                               |

12. Have you enjoyed having the applicant work under you or with you?     Yes     No

If no, please explain \_\_\_\_\_

13. Does the applicant respond well to authority?  Yes     No Please explain: \_\_\_\_\_

14. Please comment on the applicant's relationships with co-workers/others: \_\_\_\_\_

15. Is the applicant dependable and trustworthy with responsibility given to him/her?  Yes     No Please explain: \_\_\_\_\_

16. Has the applicant been an asset to your company/class?  Yes     No Please explain: \_\_\_\_\_

17. Overall, what do you consider to be the applicant's strong points? (include special abilities) \_\_\_\_\_

18. What are some areas you see the applicant needs improvement in? \_\_\_\_\_

19. In your opinion, what are the applicant's motives for applying for involvement with YWAM? \_\_\_\_\_

20. We at YWAM/KKI Thailand are committed to training and discipling. What areas would you suggest we disciple, mentor, or encourage the applicant in? \_\_\_\_\_

21. Would you recommend the applicant for the involvement in YWAM that he/she is applying for?  Yes     With some reservation (please explain)

No (please explain) \_\_\_\_\_

**ADDITIONAL COMMENTS:**

In the space provided below, please feel free to make any other additional comments that you feel would benefit us as we prayerfully consider the applicant:

*I declare that the contents of this confidential reference are correct and true to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Day/Month/Year*

Name: \_\_\_\_\_ Company/Institution Name: \_\_\_\_\_  
*Please print*

Address: \_\_\_\_\_  
*Street City Prov./State Postal (Zip) Code Country*

Office Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please mail your completed reference form to the address below, attention *Personnel*. Feel free to contact us either via phone or email if you have any questions.

Would you like to receive further information about Youth With A Mission?  Yes  No



วายแวมประเทศไทย  
Youth With A Mission  
Thailand

**Bangkok**