



# CONFIDENTIAL REFERENCE

## ADVENTIST VOLUNTEER SERVICE

[www.adventistvolunteers.org/](http://www.adventistvolunteers.org/)

Applicant \_\_\_\_\_ Type of Position \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### RELATIONSHIP TO VOLUNTEER

Dear Referee:

Processing of the above-named applicant cannot be finalized without your reference. Also, keep in mind as you go over each point that your candid response is essential.

- |  |                       |                  |                    |
|--|-----------------------|------------------|--------------------|
| a. What is your relationship to the applicant?   | Pastor/Church Officer | Professional     |                    |
| b. How long have you known the applicant?        | Over two years        | One to two years | Less than one year |
| c. How often do you interact with the applicant? | Frequently            | Occasionally     | Rarely             |

### PERSONAL CHARACTERISTICS

Rate the applicant according to the scale below. Choose N/K if you have not witnessed a given characteristic.

1 = Poor	2 = Below Average	3 = Average	4 = Above Average	5 = Excellent	N/K= Not Known
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- \_\_\_\_\_ **ACHIEVEMENT** — Ability to formulate, execute and carry plans to conclusion; resourcefulness.
- \_\_\_\_\_ **ADAPTABILITY** — Ability to adjust to different cultures and living conditions; being flexible or idealistic.
- \_\_\_\_\_ **AUTHORITY** — Relationship to persons in positions of authority.
- \_\_\_\_\_ **COMMITMENT TO MISSION** — Motivation for service.
- \_\_\_\_\_ **COMMUNICATION** — Ability to clearly and tactfully express views orally, in writing and in public speaking.
- \_\_\_\_\_ **QUALITY OF WORK** — Accuracy; competence; organization; performance; learning or physical disabilities.
- \_\_\_\_\_ **COOPERATION** — Ability to work with and get along with others, even with individuals of other ethnic origin.
- \_\_\_\_\_ **CULTURES** — Accepts direction by leaders of other races and/or cultures.
- \_\_\_\_\_ **DOCTRINES/LIFESTYLE** — Supports and accepts Church doctrines and observes church standards.
- \_\_\_\_\_ **FINANCES** — Ability to manage personal finances.
- \_\_\_\_\_ **JUDGMENT/Common Sense** — Understands circumstances, people, consequences; makes wise decisions.
- \_\_\_\_\_ **LEADERSHIP** — Ability to inspire and maintain the respect of other people.
- \_\_\_\_\_ **PERSONAL GROOMING** — Neatness and acceptability of attire.
- \_\_\_\_\_ **PERSONAL WITNESSING** — Participation in witnessing.
- \_\_\_\_\_ **SOCIABILITY** — Warmth of individual.
- \_\_\_\_\_ **SPIRITUAL EXPERIENCE** — Current relationship of volunteer to spiritual matters.
- \_\_\_\_\_ **WILLINGNESS** — Reliability; serves beyond the requirements of duty.
- \_\_\_\_\_ **WORK ETHIC** — Use of time, reliability, commitment, motivation, initiative.
  
- \_\_\_\_\_ **OVERALL EVALUATION** of applicant's maturity and ability to contribute in mission field.

## ADDITIONAL INFORMATION

Please TYPE or PRINT in large letters your responses below, using a DARK pen or pencil.

1. Describe any special skills or abilities you feel would contribute to the success of the applicant in mission service.
2. Describe any weakness or tendency you believe might reduce the effectiveness of the applicant in their overall performance of mission service.
3. Are you aware of any event, positive or negative, the applicant has experienced recently that might impact his/her service?
4. Would applicant function better in a structured environment with strong administrative and peer support, or could applicant cope in a more isolated situation with little supervision and direction? Explain.
5. Is the applicant a baptized member of the Seventh-day Adventist Church?      Yes      No      Unknown

**Use this space for additional comments or remarks.**

**Referee, please print or type:**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
\_\_\_\_\_ E-MAIL \_\_\_\_\_



When completed, return to Applicant's Home Division Volunteer Coordinator: