



# JAMAICA THEOLOGICAL SEMINARY

## APPLICANT REFERENCE: **PROFESSIONAL**

CONFIDENTIAL REFERENCE FOR: \_\_\_\_\_

**Applicant's:**                      Last Name                      First Name                      Middle Initial (s)

Please be as objective as possible in your evaluation of the applicant. This reference will be most valuable when completed as honestly as possible by someone who knows the applicant well. Serving as a student requires a genuine christian commitment and spiritual maturity. You are an important link in helping us to determine whether the applicant meets these criteria. Please keep this in mind as you fill out this evaluation form.

**To be completed by the person filling out this reference.**

Full Name	Telephone Contact	Email
In what capacity have you known the applicant? <input type="checkbox"/> Manager	<input type="checkbox"/> H.R. Manager	<input type="checkbox"/> Supervisor
How well would you say you know the applicant? _____		

**1. Tick any traits listed that characterize the applicant:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Impulsive              | <input type="checkbox"/> Often needs emotional support | <input type="checkbox"/> Quick-tempered         |
| <input type="checkbox"/> Friendly               | <input type="checkbox"/> Self-starter                  | <input type="checkbox"/> Lazy                   |
| <input type="checkbox"/> Mature                 | <input type="checkbox"/> Moody                         | <input type="checkbox"/> Constantly complaining |
| <input type="checkbox"/> Flexible               | <input type="checkbox"/> Low self-esteem               | <input type="checkbox"/> Easily discouraged     |
| <input type="checkbox"/> Argumentative          | <input type="checkbox"/> Sensitive and caring          | <input type="checkbox"/> Uses appropriate humor |
| <input type="checkbox"/> Extrovert              | <input type="checkbox"/> Pleasant to be with           | <input type="checkbox"/> Has respect for others |
| <input type="checkbox"/> Introvert              | <input type="checkbox"/> Shy, reserved                 | <input type="checkbox"/> Honest                 |
| <input type="checkbox"/> Relates well to others | <input type="checkbox"/> Follower                      | <input type="checkbox"/> Leader                 |

**2. Tick the areas of social involvement (church, school, community) that the applicant is involved in:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Youth Club            | <input type="checkbox"/> Service Club (Lions, Rotary, etc) | <input type="checkbox"/> PTA              |
| <input type="checkbox"/> Citizens' Association | <input type="checkbox"/> Neighbourhood Watch               | <input type="checkbox"/> Committee Member |
| <input type="checkbox"/> Preaching             | <input type="checkbox"/> Peer Counselling                  | <input type="checkbox"/> Sports           |
| <input type="checkbox"/> Evangelism            | <input type="checkbox"/> Community work projects           | <input type="checkbox"/> Drama            |
| <input type="checkbox"/> Other _____           |  |   |

Please place a check in each box that describes the applicant. You may check more than one box, if necessary. **LEAVE BLANK IF YOU CANNOT ANSWER.**

**1. Peer Relationships**

- Generally avoided
- Slow to make friends
- Makes friends easily
- Very popular

**2. Social relationships**

- Avoids social relationships
- Awkward in social situations
- Average
- Well mannered
- Socially adept

**3. Interpersonal Relationships**

- Loner
- Reserved
- Average
- Outgoing, friendly
- Overbearing

**4. Family Relationships**

- Healthy and supportive
- Healthy but not supportive
- Dysfunctional but supportive
- Dysfunctional but not supportive

**5. Relationship with/Opposite Sex**

- Insensitive/Insecure
- Inappropriate
- Sensitive/Considerate but awkward
- Feels at ease
- Relates well

**6. Relationship with Same Sex**

- Insensitive/Insecure
- Inappropriate
- Sensitive/Considerate but awkward
- Feels at ease
- Relates well

**7. Response to Stress/Pressure**

- Withdraws socially or emotionally
- Becomes overly critical of others
- Dominates situations or people
- Adapts slowly
- Copes well

**8. Ability to work with/Supervisors**

- Rebellious spirit; likes to do his or her own thing
- Cooperative in most situations
- Independent worker; able to take directions and go

**9. Self-Assurance**

- Insecure
- Needs encouragement
- Sometimes has difficulty interacting
- Average
- Confident
- Egotistical

**10. Working Relationships**

- Has problem relating to fellow workers
- A low-initiative follower
- Has average ability to work with others

**11. Communications Skills**

- Unable to communicate clearly
- Average in ability to communicate
- Clear, confident in communicating

**12. On a Team of two to four students his person would likely be:**

- A Self-starting team member
- A supportive team member
- The leader

**13. Level of Spiritual Maturity**

- Demonstrates spiritual immaturity; hypocritical
- Up and down; inconsistent spiritual experience
- Growing; showing signs of maturity
- Maturing christian; fairly consistent
- Maturing and consistent

**14. When conflict arises, this person generally responds with**

- Defensive/critical attitude
- Withdrawal/Avoidance
- Confrontation
- Lack of cooperation
- Openness to resolving conflict
- Peacemaking

**15. Supervisory Needs**

- Needs Supervision
- Needs accountability and encouragement to accomplish tasks/goals
- Does well with regular, routine supervision
- Needs little close supervision, only direction

**16. Applicant's involvement**

**Organization or Community:**

- Not actively involved
- Somewhat involved; participates
- Could serve in either setting occasionally
- Involved; participates regularly
- Very involved; participates frequently

Are there some things about the applicant that we should be aware of, or cautioned about, to help ensure good team relationships and to help the applicant grow in both character and ministry skills?  YES  NO

If yes, please explain \_\_\_\_\_

Do you have any hesitations or reservations about the applicant's qualifications to study at JTS?  YES  NO

If yes, please explain \_\_\_\_\_

If you have any information which you are prepared to share by telephone, please give us a number where you can be reached during the day.

Telephone No. \_\_\_\_\_

If you were a team leader on a project, would you want this person on your team?  YES  NO

**OVERALL RECOMMENDATION**

- UNRESERVEDLY
- WITH RESERVATION
- DO NOT RECOMMEND

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

THANK YOU