

PLEASE TYPE OR USE **BLACK INK** FOR CLEAR DUPLICATION

**CONFIDENTIAL**

This personal reference is for:

<p><b>Name of person providing Reference:</b> Name: _____ Address: _____ City: _____ State: _____ Country: _____ Postal Code: _____</p>	<p>The person named above is being considered for an assignment in Mission Service with the General Board of Global Ministries of the United Methodist Church. He or she has requested that you serve as a personal reference. On the form below and on the reverse side of this sheet, please provide your concrete and candid impressions of the candidate. Please cite specific instances which illustrate qualities you have noted.</p>
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Instructions:

The candidate has been requested to compile a Personnel Information File which will include Confidential References, among other documents. To assure CONFIDENTIALITY please follow these instructions carefully:

- 1) This form will be duplicated: please use a TYPEWRITER or, if necessary, print with a BLACK ink pen.
- 2) SIGN the completed form in the space provided on the back of this page.
- 3) Use the ENVELOPE provided by applicant
- 4) Before mailing seal the envelope and AFFIX YOUR SIGNATURE *OVER* the sealed flap.
- 5) Mail the sealed envelope to the candidate, please do not mail directly to GBGM.

1. How long and under what circumstances have you known the applicant?
  
  
  
  
  
  
  
  
  
  
2. What are the greatest gifts of the applicant?
  
  
  
  
  
  
  
  
  
  
3. In what ways could the applicant grow?
  
  
  
  
  
  
  
  
  
  
4. Describe the applicant's ability to form and maintain intimate and collegial relationships, especially with persons of a different culture.
  
  
  
  
  
  
  
  
  
  
5. How do the applicant's actions give witness to their Christian faith?
  
  
  
  
  
  
  
  
  
  
6. Are you aware of any issues, not addressed here of which we should be aware? If so, please describe them.
  
  
  
  
  
  
  
  
  
  
7. General Assessments or other remarks.

**Instructions:** Please use a scale of **5** (exceptional) to **1** (low). Make comments on factors considered in arriving at your rating.

Characteristics	Scale	Comments
<b>ADAPTABILITY in facing new situations</b>	5 4 3 2 1	
<b>EMOTIONAL STABILITY under pressure</b>	5 4 3 2 1	
<b>INVOLVEMENT in Church, School and Community</b>	5 4 3 2 1	
<b>LEADERSHIP of others and group process</b>	5 4 3 2 1	
<b>DEPENDABILITY in completing tasks</b>	5 4 3 2 1	
<b>COMMUNICATING with others effectively</b>	5 4 3 2 1	
<b>CREATIVITY and resourcefulness</b>	5 4 3 2 1	
<b>EASE OF RELATIONSHIPS with persons of different backgrounds and faiths</b>	5 4 3 2 1	
<b>QUALITY of Christian faith and commitment</b>	5 4 3 2 1	
<b>RELATIONSHIP with authority figures</b>	5 4 3 2 1	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Relationship to applicant:** \_\_\_\_\_

**Telephone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_

**If unable to return form to applicant, return this form to: Antoinetta A. Wilson,  
Mission Personnel 475 Riverside Drive, Suite 320 New York, NY 10115**