



MESSIAH COLLEGE

2F/10F State Centre II Bldg., Ortigas Avenue, Mandaluyong City

STUDENT APPLICANT'S REFERENCE FORM

APPLICANT, PLS CHECK.

I hereby waive my right to examine this reference form.

(NAME OF APPLICANT)

is applying to study at our school. Our standards are high, and it is our desire to interview only applicants who qualify academically and show evidence of leadership and good moral character. In light of this, we would appreciate your honest evaluation of the applicant. Please enclose this form in the attached envelope and seal it before returning to the applicant who will forward it to us. Thank you for your assistance to us and to the applicant in this matter.

TO BE COMPLETED BY REFERENCE:

Name: _____ Occupation: _____

Address: _____

Phone Number:

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 Country Code City Code Number Fax:

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 Country Code City Code Number Mobile: _____ E-mail: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How well do you know the applicant? (Not very well, Average, Well, Very well) _____

Please place an "x" at the appropriate place on each scale. Place a check (✓) above the "?" if you feel your knowledge of the applicant is insufficient in that particular area.

Teachability	?	1 Rigid, Argumentative	3 Highly opinionated	5 Open minded	7 Willing to receive instruction	10 Eager to receive instruction
Responsibility	?	1 Not reliable to fulfill duties	3 Fulfills some obligations on time	5 Fulfills duties on time when closely monitored	7 Fulfills most obligations on time	10 Faithfully assumes and completes duties
Perseverance	?	1 Gives up easily or is easily discouraged	3 Needs encouragement to persevere	5 Persists in most circumstances	7 Persists in most circumstances	10 Persists even in adversity
Integrity	?	1 Has no strong convictions regarding honesty	3 Tends to do or say what others expect	5 Compromises convictions under certain circumstances	7 Is usually honest	10 Is honest and upright in all speech & actions
Intelligence	?	1 Learns and thinks slowly	3 Average mental ability	5 Average mental ability	7 Alert; has a good mind	10 Brilliant; exceptional capacity
Emotional Adjustment	?	1 Yields to urges or cravings	3 Tense, fearful worried	5 Easily angered/easily frustrated	7 Usually controls temper & emotions	10 Maintains balance and self-control
Relational Ability	?	1 Unable to relate well with others	3 Relates to others with difficulty	5 Relates to those similar to self	7 Relates effectively to many people	10 Relates effectively to most people
Self-Image	?	1 Inferior complex	3 Inferior complex	5 Tends to be insecure	7 Self-confident	10 Modest, true estimate of self
Marital Harmony (if applicable)	?	1 Frequent problems apparent	3 Frequent problems apparent	5 No apparent problems	7 No apparent problems	10 Obvious growing, intimate marriage

Leadership	?	1 Makes no effort to lead	3 Tries but lacks ability	5 Has some ability to direct and influence others	7 Good leadership ability	10 Has demonstrated unusual ability to lead
Decisiveness	?	1 Indecisive, avoids making decisions	3 Makes decisions only after much deliberation	5 Makes decisions but is overly dependent upon others	7 Analyzes options and chooses a direction	10 Makes confident decisions after deliberation
Achievement	?	1 Does only what is assigned	3 Starts but does not finish	5 Meets average expectations	7 Resourceful and effective	10 Superior, creative ability
Cooperation/ Teamwork	?	1 Works best alone	3 Creates tension in group	5 Usually does not contribute to group	7 Contributes to the group beneficially	10 Works extremely well with others
Communication	?	1 Unable to present thoughts in an understandable way	3 Expresses thoughts with great difficulty	5 Can express thoughts with clarity and logic	7 Makes complex ideas understood	10 Exceptionally articulate
Personal Finances	?	1 Frequent debts and problems	3 Spends money extravagantly	5 Usually has just enough to meet current needs	7 Careful, has a budget	10 Good steward, gives, saves

To what degree would you say the following traits are apparent in the life of the applicant? Place an "X" at the appropriate place on each line. Place a check (✓) in the blank under the statement "Don't know" if you feel your knowledge of the applicant is insufficient in that particular area.

	Don't know 0	1	Frequent 2	3	Average 4	5	Sometimes 6	7	Rarely 8	9	Never 10
Critical attitude											
Procrastination											
Domineering manner											
Discouragement											
Anxiety, worry											
Depression											
Irritability											
Homosexual tendency											

Please answer each of the following to the best of your knowledge. Give details. Use separate paper if needed.

- What are his/her areas of greatest strength and ability? Please describe the applicant's strengths. _____
- What are his/her areas needing development and attention? Please describe the applicant's weaknesses. _____
- Have you ever had reason to question the applicant's ethical or moral character? Please explain. _____
- Please provide examples of the applicant's teachability or non-teachability. _____
- How would you describe the person's ability to relate to others? Give examples. _____
- How would you describe the person's ability to work with others on a team? _____
- Can you provide examples of the applicant's ability of potential for
(1) personal ministry and _____
(2) leadership? _____
- Do you have any reservations in recommending this person? _____

If there are additional facts that you feel would be important for us to know, please write them on a separate sheet and include it with this form. You may wish to include the names and addresses of additional references whom you think would be of help to us in evaluating this applicant. Thank you.

Signature: _____ Date: _____