



**Personal Reference Form**

**Reference for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position Applying for:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

The person above has applied for a position at Place 4 Grace. They may have direct client contact while working at the ministry. The candidate has been asked to supply the ministry with three references and your assistance will be greatly appreciated.

**Some of the qualities sought in an employee are:**

1. A genuine commitment to Jesus Christ as Savior and Lord.
2. Dependability, responsibility, and willingness to give of themselves.
3. Submission to the ministry's policies and procedures and to those in leadership.
4. Steadfastness, faithfulness and possession of an unshakeable confidence in the Word of God.
5. Uncompromised commitment to the sanctity of all human life.

**Please answer the questions listed below:**

1. How long have you known the applicant? \_\_\_\_\_

2. What is your relationship with the applicant? \_\_\_\_\_

3. Do you know of any reason we might not want this person to work with teen or adult women in a crisis pregnancy? \_\_\_\_\_

If yes, what is that reason?

\_\_\_\_\_  
\_\_\_\_\_

Reference for \_\_\_\_\_ Your name \_\_\_\_\_

4. How would you rate the applicant regarding the following:

(Scale: 5 - excellent; 4 - good; 3 - satisfactory; 2 - fair; 1 - poor) \_\_\_ Dependability \_\_\_

Spiritual Maturity \_\_\_ Cooperation \_\_\_ Initiative \_\_\_ Communication Skills \_\_\_

Compassion/Mercy \_\_\_ Submission to authority

5. Have you ever worked on a project with this individual? \_\_\_\_\_

If yes:

a. Did the applicant follow through with his/her portion of the duties or responsibilities?

\_\_\_\_\_  
\_\_\_\_\_

b. How would you rate the quality of this applicant's contribution to the project?

\_\_\_\_\_  
\_\_\_\_\_

6. Please complete the following sentences with regard to this applicant:

a. I would best describe this individual as

\_\_\_\_\_  
\_\_\_\_\_

b. This person's strengths include

\_\_\_\_\_  
\_\_\_\_\_

c. This person could be more effective if he/she worked to improve

\_\_\_\_\_  
\_\_\_\_\_

