



# INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP

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## DMin in Leadership Effectiveness REFERENCE FORM

\_\_\_\_\_  
(NAME OF APPLICANT)

is applying for admission to a program at our seminary. Our standards are high, and it is our desire to admit applicants who are qualified for training toward effective Christian ministry. In light of this, we would appreciate your honest evaluation of the applicant. Please complete and send this form directly to the Office of Admissions at the above address. Thank you for your assistance to us and to the applicant in this matter.

Program Applied for:  Doctor of Ministry

- I hereby *waive* my right to examine this reference form, and authorize the person listed below to provide a candid evaluation and all relevant information to IGSL.
- I *do not waive* my right to examine this reference form. I do authorize the person listed below to provide a candid evaluation and all relevant information to IGSL.

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

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### To Be Completed by the Reference

Name of Reference \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

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

In what capacity have you known the applicant? \_\_\_\_\_

How well would you say you know the applicant?  Not very well  Average  Well  Very Well

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Please answer each of the following to the best of your knowledge. Give details.

1. What are his/her areas of greatest strength? \_\_\_\_\_

2. What are his/her areas needing development and attention? \_\_\_\_\_

3. Have you ever had reason to question the applicant's ethical or moral character? Please explain. \_\_\_\_\_

4. Please provide examples of the applicant's teachability or non-teachability. \_\_\_\_\_

5. How would you describe the person's ability to relate to others. Give examples. \_\_\_\_\_

6. Can you provide examples of the applicant's ability or potential for (1) personal ministry and (2) leadership? \_\_\_\_\_

7. Do you have any reservations in recommending this person? \_\_\_\_\_

Please place an "X" at the appropriate place on each scale. Mark 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	10 Persists even in adversity
Integrity	?	1 Has no strong convictions regarding honesty	3 Tends to do or say what others expect	5 Compromises conviction under certain circumstances	7 Is usually honest and upright	10 Is honest and upright in all speech & actions
Intelligence	?	1 Learns and thinks slowly	3 Average mental ability	5	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
Self-image	?	1 Inferiority complex	3	5 Tends to be insecure	7 Self-confident	10 Modest, true estimate of self
Marital Harmony (if applicable)	?	1 Frequent problems apparent	3	5 No apparent problems	7	10 Obviously growing, intimate marriage
Leadership	?	1 Makes no effort to lead	3 Tries but lack 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 overly dependent upon others	7 Can analyze options and choose a direction	10 Makes confident decisions after appropriate 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/ Team work	?	1 Works best alone	3 Creates tension in group	5 Usually does not contribute to group	7 Makes beneficial contributions to group	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 Is able to make 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. Add comments to clarify below each line if needed.

	Don't Know	Frequently	Occasionally	Seldom	Never
Critical Attitude	_____	_____	_____	_____	_____
Procrastination	_____	_____	_____	_____	_____
Domineering manner	_____	_____	_____	_____	_____
Discouragement	_____	_____	_____	_____	_____
Anxiety, worry	_____	_____	_____	_____	_____
Depression	_____	_____	_____	_____	_____
Irritability	_____	_____	_____	_____	_____
Homosexual tendencies	_____	_____	_____	_____	_____

Please give the name and address of another person who knows the applicant well:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Contact number (email, phone, fax, beeper, etc.) \_\_\_\_\_

If there are additional facts that you feel would be important for us to know, please write them on the back of this page.

Date \_\_\_\_\_

Signature \_\_\_\_\_

*Please, as soon as possible, send this form directly to the Office of Admissions, IGSL, QCCPO Box 1495-1154, Quezon City, Philippines. Thank you.*

For additional comments and/or clarifications: