



# Employment Reference Form

To be filled out by a Current or Recent Employer. Your reference should not be a relative.

## To be completed by applicant:

Name of Applicant (please print) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Signature (I waive the right to see this reference.) \_\_\_\_\_

## To be completed by reference:

YouthWorks is a multi-denominational youth ministry organization dedicated to providing life-changing mission experiences throughout Canada, the United States, Mexico and Puerto Rico. The ministry is committed to showing the love of Christ through service, as staff and participants learn how to be more like Jesus. This upcoming summer we will be serving in 75+ different communities.

Applicants will face physical, spiritual and emotional stress that they may never have encountered before. They will live in a diverse community for 10 weeks and facilitate mission trips for approximately 65 youth and adult leaders each week. They will do ministry with an assigned team, live in close quarters and have very little free time. Our teams must consist of individuals who possess strong decision-making skills, a love for building relationships, individual confidence, spiritual depth and the ability to work well on a team. Upon completion of this reference, please fax (preferred) or mail to the information at the bottom of the next page.

Your Name	Telephone Number
Company / Position	Email Address

Downloaded reference. Applicant verbally waived his/her right to view this reference.

1. How do you know the applicant? \_\_\_\_\_

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

How well do you know the applicant? (very well / well / casually) \_\_\_\_\_

2. What are some strengths and weaknesses the applicant would bring to a leadership position?

Strengths: \_\_\_\_\_ Weaknesses: \_\_\_\_\_

3. In assembling a small team for leadership, would you choose this applicant? Please explain. \_\_\_\_\_

4. What words would you use to describe the applicant's personality? \_\_\_\_\_

5. How does the applicant react to and work through situations that are stressful and intense? (Check one.) \_\_\_\_\_

Gets discouraged  Withdraws  Gets angry  Shuts down  Accepts patiently  Meets constructively  Thrives

Please explain: \_\_\_\_\_





# Employment Reference Form *continued*

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6. How does the applicant respond to authority, i.e. receiving correction, following directions?

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7. If you could encourage the applicant to grow in one area, what would it be?

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8. Do you feel this applicant could work under challenging and exhausting circumstances? Please explain.

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9. Was this applicant an asset to your company? If so, why?

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Using a scale of 1 to 5 (5 = outstanding), please rate the applicant in the following areas:

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\_\_\_ Initiative

\_\_\_ Leadership

\_\_\_ Emotional Stability

\_\_\_ Judgment / Decision-Making

\_\_\_ Team Player

\_\_\_ Flexibility

\_\_\_ Organizational Skills

\_\_\_ Teachable / Humble

\_\_\_ Reliability

Please check one box below.

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- I strongly recommend this applicant.
- I recommend this applicant.
- I recommend this applicant with some reservations.
- I do not recommend this applicant.

Any additional comments:

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