



# REFERENCE FORM

**Name of Applicant** \_\_\_\_\_

is applying for admission to a program at our school. Our standards are high and we only admit applicants who are qualified for, and would do well in, our graduate-level training program. 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 address provided, or for faster processing, enclose in an envelope, seal the envelope, sign your name across the flap, and give to the applicant. Thank you for assisting us and the applicant in this part of the application process.

**Program Applied for:**

- Master of Theology       Master of Arts       Partners in Ministry  
 Master of Divinity       Teaching English as a Second Language       Special Student

**Waiver:**

- I authorize the person listed below to provide a candid evaluation and relevant information to IGSL. I hereby give up my right to examine this reference form (i.e. I will not read its content).

\_\_\_\_\_ SIGNATURE OF APPLICANT OVER PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

**The rest of this form must be completed by the reference, not the applicant.**

**Name of Reference:** \_\_\_\_\_ **Occupation/Job:** \_\_\_\_\_  
FAMILY/LAST NAME      GIVEN /FIRST NAME      MIDDLE NAME

**Address:** \_\_\_\_\_  
NUMBER      STREET      CITY      STATE/PROVINCE      POSTAL CODE      COUNTRY

**Phone number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
COUNTRY AREA NUMBER      COUNTRY AREA NUMBER  
 CODE CODE      CODE CODE

**How long have you known the applicant?** \_\_\_\_\_ **Relationship to the applicant:** \_\_\_\_\_

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



**Instructions:** Encircle the number that corresponds most to the traits you have observed in this applicant.

1.	Intelligence:	0 Unknown	1 Very low mental ability	2 Below average mental ability; learns and thinks slowly	3 Average mental ability	4 Above average mental ability; alert; good mind	5 Exceptional mental ability; brilliant
2.	Reasoning ability:	0 Unknown	1 Poor ability to analyze and solve problems	2 Fair ability to analyze and solve problems	3 Average ability to analyze and solve problems	4 Above average ability to analyze and solve problems	5 Excellent ability to analyze and solve problems
3.	Communication: (in own language)	0 Unknown	1 Unable to present thoughts in an understandable way	2 Expresses thoughts with great difficulty	3 Can express thoughts with clarity and logic	4 Is able to make complex ideas understood	5 Exceptionally articulate
4.	Oral or spoken English:	0 Unknown	1 Poor ability	2 Fair ability	3 Average ability	4 Good ability	5 Excellent ability
5.	Written English:	0 Unknown	1 Poor ability	2 Fair ability	3 Average ability	4 Good ability	5 Excellent ability
6.	Teachable: (able to receive instruction, correction or rebuke from others)	0 Unknown	1 Resists receiving instruction from others	2 Closed to receiving instruction from others	3 Open to receiving instruction from others	4 Very open to receiving instruction from others	5 Actively seeks instruction from others
7.	Adaptability:	0 Unknown	1 Unable to adapt to new situations	2 Takes a long time to adjust to new situations	3 Able to adjust to new situations	4 Able to adjust to new situations quickly	5 Able to adjust to new situations very quickly
8.	Responsibility:	0 Unknown	1 Unreliable; does not fulfill responsibilities on time	2 Fulfills responsibilities only when closely supervised	3 Fulfills some responsibilities on time without supervision	4 Fulfills most responsibilities without supervision	5 Fulfills all responsibilities without supervision
9.	Initiative: (ability to begin or to set in motion a plan or course of action)	0 Unknown	1 No personal initiative	2 Little personal initiative	3 Average personal initiative	4 Above average personal initiative	5 Very high personal initiative
10.	Procrastination: (tendency to be late or to put aside a task)	0 Unknown	1 Regular procrastination	2 Frequent procrastination	3 Occasional procrastination	4 Little procrastination	5 Rare or no procrastination
11.	Teamwork:	0 Unknown	1 Usually does not work with others; rigid; argumentative	2 Often does not work well with others; highly opinionated; causes interpersonal tension	3 Works well with others and provides average contribution in groups	4 Works well with others and makes good contribution in groups	5 Works very well with others and makes above average contribution in groups
12.	Critical attitude:	0 Unknown	1 Frequently criticizes others and never offers constructive alternatives	2 Often criticizes others and rarely offers constructive alternatives	3 Occasionally criticizes others but offers some constructive alternatives	4 Seldom criticizes others and often offers constructive alternatives	5 Rarely or never criticizes others and almost always offers constructive alternatives
13.	Leadership:	0 Unknown	1 Makes no effort to lead or influence others and has no ability to do so	2 Makes no effort to lead and influence others, but has some ability to do so	3 Tries to lead and influence others, but lacks ability to do so	4 Shows good ability at leading and influencing others	5 Shows unusually good ability at leading and influencing others
14.	Decisiveness:	0 Unknown	1 Indecisive; avoids making decisions	2 Makes decisions, but lacks confidence and is overly dependent upon others	3 Makes decisions, but spends too much time deliberating and lacks confidence	4 Makes decisions after appropriate deliberation, but lacks confidence	5 Makes decisions after appropriate deliberation and shows confidence



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15.	Perseverance:	0 Unknown	1 Easily discouraged and often gives up in spite of encouragement to persevere	2 Easily discouraged and needs frequent encouragement to persevere	3 Occasionally discouraged and sometimes needs encouragement to persevere	4 Rarely discouraged and seldom needs encouragement to persevere	5 Never discouraged and never needs encouragement to persevere
16.	Integrity:	0 Unknown	1 A person with no positive moral character	2 A person with little positive moral character	3 A person with average positive moral character	4 A person with above average positive moral character	5 A person with the highest positive moral character
17.	Spiritual maturity: (deepening passion for God)	0 Unknown	1 Does not demonstrate maturity and consistency in Christian faith	2 Rarely demonstrates maturity and consistency in Christian faith	3 Occasionally demonstrates maturity and consistency in Christian faith	4 Often demonstrates maturity and consistency in Christian faith	5 Frequently demonstrates maturity and consistency in Christian faith
18.	Spiritual accountability:	0 Unknown	1 Does not have mentors or accountability partners	2 Rarely meets with mentors and accountability partners	3 Has begun opening up to mentors and spiritual accountability to them is becoming evident in his/her everyday life	4 Occasionally meets with mentors and spiritual accountability to them is evident in his/her everyday life	5 Frequently meets with mentors and spiritual accountability to them is very evident in his/her everyday life
19.	Application of spiritual disciplines: (prayer, Bible study, etc.)	0 Unknown	1 Does not practice the basic spiritual disciplines at all (i.e. does not pray, study the Bible, etc.)	2 Rarely practice the basic spiritual disciplines	3 Makes an effort to practice the basic spiritual disciplines	4 Occasionally practices the basic spiritual disciplines	5 Practices spiritual disciplines as a way of life
20.	Church relationship:	0 Unknown	1 Does not have a good relationship with local church leadership, ministry team, and church members	2 Some problems with local church leadership, ministry team, and church members	3 Few problems with local church leadership, ministry team, and church members	4 No major problems; Able to relate to local church leadership, ministry team, and church members	5 No known problems; Very good relationship with local church leadership, ministry team, and church members
21.	Compassion for the lost:	0 Unknown	1 Does not do personal evangelism and discipleship	2 Rarely does personal evangelism and discipleship	3 Has begun to do personal evangelism and discipleship	4 Occasionally does personal evangelism and discipleship	5 Does personal evangelism and discipleship as a way of life
22.	Emotional control:	0 Unknown	1 No ability to control temper and emotions; always irritable and angry	2 Some ability to control temper and emotions; often irritable and angry	3 Average ability to control temper and emotion; occasionally irritable and angry	4 Usually controls temper & emotions; rarely irritable and angry	5 Always controls temper and emotions; never irritable and angry
23.	Anxiety:	0 Unknown	1 Always tense, fearful, and/or worried	2 Often tense, fearful, and/or worried	3 Sometimes tense, fearful, and/or worried	4 Rarely tense, fearful, and/or worried	5 Never tense, fearful, and/or worried
24.	Self-awareness:	0 Unknown	1 Very insecure; very poor estimate of strengths and weaknesses	2 Insecure; poor estimate of strengths and weaknesses	3 Some areas of insecurity; average estimate of strengths and weaknesses	4 Few areas of insecurity; good estimate of strengths and weaknesses	5 Few areas of insecurity; very good estimate of strengths and weaknesses



25.	Stewardship (Finances):	0 Unknown	1 Very poor financial management; frequent debts and financial problems	2 Poor financial management; spends money extravagantly; some debts and financial problems	3 Average financial management; usually has just enough to meet current needs	4 Good financial management; has enough to meet current needs but rarely saves or gives to charity	5 Excellent financial management; has enough to meet current needs; saves and gives to charity
26.	Financial Capability	0 Unknown	1 Not capable to support self	2 Not capable to support self but has family, friends, and church to help	3 Capable but will appreciate some help	4 Capable	5 Very capable; no need of any financial assistance
27.	Marriage:	0 Unknown or not married	1 Frequent problems; lack marital harmony	2 Some problems threatening marital harmony	3 Few problems; marital harmony	4 No major problems; growing, intimate marriage	5 No known problems; growing, intimate marriage
28.	Parenting:	0 Unknown or have no children	1 Frequent problems; lack parenting skills; children are undisciplined and are often rebellious towards others	2 Some problems; inadequate parenting skills; children showing rebellious attitude	3 Few problems; makes an effort to discipline children well and have a good relationship with them	4 No major problems; good parenting skills; good relationship with children	5 No known problems; very good parenting skills; very good relationship with children; children are obedient and growing in the Lord

29. What are the applicant's spiritual gifts? \_\_\_\_\_

30. Mention five of the applicant's greatest *character* strengths: \_\_\_\_\_

31. Mention two areas in the applicant's *character* that need the greatest development: \_\_\_\_\_

32. Does this person relate well with others?  Yes  No If no, please explain. \_\_\_\_\_

33. How does the applicant respond to authority? \_\_\_\_\_

34. What is the applicant's reputation among friends and in his community? \_\_\_\_\_

35. What is the applicant's reputation at home? Please give whatever information you can regarding the family life situation of the applicant. \_\_\_\_\_

36. Do you have any reason to question the applicant's sexual integrity?  Yes  No. If yes, identify which area by checking the appropriate box:  pornography  homosexual tendency  fornication  adultery.  
Explain the situation: \_\_\_\_\_

Has he/she dealt with the issue?  Yes  No If yes, when and how? \_\_\_\_\_



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37. To the best of your knowledge, has the applicant ever:

Been convicted of a crime?  Yes  No  Don't Know If yes, identify the crime and when did this happen?

\_\_\_\_\_

\_\_\_\_\_

Been treated for substance abuse/addiction?  Yes  No  Don't Know If yes, when?

\_\_\_\_\_

\_\_\_\_\_

38. Do you have other reasons to question the applicant's ethical or moral character?  Yes  No.

If yes, in what area? Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

39. Do you have any concerns or doubts in recommending this person?  Yes  No

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

40. How strongly do you recommend this applicant?

Very strongly recommend  Strongly recommend  Recommend  Do not recommend

41. Are there any additional facts that you feel would be important for us to know about this applicant? Use additional sheet of paper if necessary.

\_\_\_\_\_  
SIGNATURE OF REFERENCE PERSON OVER PRINTED NAME

\_\_\_\_\_  
DATE

Please send this form directly to the

**DIRECTOR OF ADMISSIONS**  
International Graduate School of Leadership  
QCCPO Box 1495-1154  
Quezon City, Philippines

or return to the applicant in a sealed envelope with your signature across the flap.