



# 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 programs. 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                       Special Student  
 Master of Divinity                       Partners in Ministry

**Waiver:**

- I authorize the person listed below to provide appropriate and relevant information along with a candid evaluation of me to IGSL. I hereby give up my right to examine this reference form. I will not read its content.

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

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

**Name of Referee:** \_\_\_\_\_ **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 which 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; 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.	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
5.	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
6.	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
7.	Teamwork:	0 Unknown	1 Usually does not work with others; rigid; Argumentative	2 Often does not work well with others; highly opinionated; causes inter-personal 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
8.	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
9.	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
10.	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
11.	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



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12.	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
13.	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
14.	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 and emotions; rarely irritable and angry	5 Always controls temper and emotions; never irritable and angry
15.	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
16.	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

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

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

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

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

21. 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? \_\_\_\_\_

22. How strongly do you recommend this applicant?  
 Very strongly recommend  Strongly recommend  Recommend  Do not recommend

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

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

\_\_\_\_\_  
DATE