



CONFIDENTIAL REFERENCE

ADVENTIST VOLUNTEER SERVICE

www.adventistvolunteers.org

Applicant Name _____ Referee Name (Please Print) _____

Applicant Initial one: ____ I give up my right to review this reference once completed ____ I do not give up my right to review this reference once completed

Dear Referee:

Processing of the above-named applicant cannot be finalized without your reference. Thank you for taking a few minutes to give us your candid perception of this potential volunteer. We value your input. Please indicate the qualities that the applicant possesses that would enable him/her to work and live well with others in a foreign environment. In each category, check the characteristics that best describe the applicant. Add brief performance-related comments if necessary. Check all that apply or leave blank if not known.

Reasoning & Comprehension

- ☐ brilliant, exceptional capability
- ☐ makes thoughtful analysis
- ☐ alert, has good mind
- ☐ average mental ability
- ☐ learns and thinks slowly

Interpersonal Relationships

- ☐ listens accurately to others
- ☐ responds to the feelings and needs of others
- ☐ initiates friendships and cares for others
- ☐ resolves interpersonal conflicts
- ☐ relates well to individuals of other races/cultures
- ☐ develops relationships with individuals of other races/cultures
- ☐ impatient with others
- ☐ easily irritated

Work Habits

- ☐ serves beyond what is required
- ☐ superior creative ability
- ☐ consistently reliable
- ☐ organized
- ☐ detail oriented
- ☐ overly perfectionistic
- ☐ does only what is assigned
- ☐ meets average expectation
- ☐ unorganized
- ☐ starts but often does not finish

Emotional Strength

- ☐ able to work in difficult and isolated situations
- ☐ good control in difficult situations
- ☐ accepts constructive criticism
- ☐ flexible in the face of change
- ☐ able and willing to adapt
- ☐ perseveres through difficulties
- ☐ usually well balanced
- ☐ easily discouraged
- ☐ overly emotional

Adventist Lifestyle & Standards

- ☐ lives in harmony with
- ☐ accepts
- ☐ understands
- ☐ somewhat rigid
- ☐ challenges
- ☐ ignores

Teamwork

- ☐ works well with others
- ☐ follows directions
- ☐ prefers to work in a team
- ☐ prefers to work alone
- ☐ frequently causes friction
- ☐ prefers a structured environment
- ☐ prefers an open environment
- ☐ tends to be domineering

Spirituality

- ☐ exceptional insight and discipline
- ☐ active faith
- ☐ immature faith
- ☐ dedicated
- ☐ growing
- ☐ somewhat rigid beliefs
- ☐ searching
- ☐ has made basic commitment
- ☐ uncommitted

Leadership

- ☐ exceptional leadership
- ☐ inspires others
- ☐ respectful of others
- ☐ has some leadership skills
- ☐ tries but lacks ability
- ☐ prefers supportive roles
- ☐ makes no attempt to lead

Church Doctrines

- ☐ understands
- ☐ lives in harmony with
- ☐ accepts
- ☐ somewhat rigid
- ☐ challenges
- ☐ ignores

Personality / Sociability

- ☐ seeks others out
- ☐ makes friends easily
- ☐ accepts others
- ☐ reserved, but friendly
- ☐ avoids others
- ☐ conceited
- ☐ critical of others
- ☐ shy or withdrawn
- ☐ moody or sullen
- ☐ easily offended
- ☐ lacks a sense of humor

Communication

- ☐ skilled in public speaking
- ☐ speaks clearly and tactfully
- ☐ writes clearly and tactfully
- ☐ able to express thoughts
- ☐ sometimes hard to understand

Knowledge of the Bible

- ☐ superior grasp
- ☐ well established
- ☐ basic, but improving
- ☐ sketchy, limited

Perception of Others

- ☐ sought after by others
- ☐ liked by others
- ☐ tolerated by others
- ☐ avoided by others

Spiritual Influence

- ☐ positive
- ☐ passive
- ☐ negative

Relationship to Authority

- ☐ relates well to persons of authority
- ☐ accepts authority
- ☐ tolerates authority
- ☐ challenges authority
- ☐ resists authority
- ☐ often argumentative

Rate the volunteer applicant: ____Excellent ____Above Average ____Average ____Below Average ____Not Acceptable

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Using a DARK pen or pencil, please TYPE or PRINT your responses in large letters below or leave blank if not known.

1. Describe any special performance-related skills or abilities you feel would contribute to the success of the applicant in mission service.

2. Describe any performance-related weakness or tendency you believe might reduce the effectiveness of the applicant in their overall performance of mission service.

3. Describe any performance-related event, situation or experience (positive or negative) the applicant has experienced recently which you feel might impact his/her service?

4. Use this space for additional comments or remarks.

Referee, please print or type:

DATE _____

- | | | | |
|--|---|--|---|
| 1. How often do you interact with the applicant? | ☐ Frequently | ☐ Occasionally | ☐ Rarely |
| 2. How long have you known the applicant? | ☐ Over two years | ☐ One to two years | ☐ Less than one year |
| 3. What is your relationship to the applicant? | ☐ Pastor
☐ Co-worker | ☐ Church Officer
☐ Friend | ☐ Employer
☐ Other _____ |

NAME (Please Print) _____ PROFESSION _____

SIGNATURE _____ TELEPHONE _____

ADDRESS _____ E-MAIL _____



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When completed, return to Applicant's Home Division Volunteer Coordinator: