

Reference for: _____ Date: _____

Your name: _____ Phone: _____

1. How long have you known the applicant? _____

2. In what relationship (teacher, employer, etc.)? _____

3. Have you ever supervised or employed the applicant? Yes No

If yes, please complete items A through D:

A. Title of his/her position: _____

B. Date of employment: from _____ to _____

C. Reason for leaving your employment: _____

D. Would you employ this person again? Yes No If not, please state reason: _____

4. Please rate the applicant on the following characteristics based on a scale of 1 (low) to 5 (high):

GENERAL CHARACTERISTICS:	-					+	COMMENTS:
Integrity	1	2	3	4	5		_____
Follows through on commitments	1	2	3	4	5		_____
Emotionally stable/not moody	1	2	3	4	5		_____
<u>Not</u> easily offended or irritated	1	2	3	4	5		_____
Sufficient energy and stamina	1	2	3	4	5		_____
Social poise and tact	1	2	3	4	5		_____
Healthy self image	1	2	3	4	5		_____
<u>Not</u> frequently anxious or depressed	1	2	3	4	5		_____
Good sense of humor	1	2	3	4	5		_____
Manages time well	1	2	3	4	5		_____
Uses money wisely	1	2	3	4	5		_____

RELATIONSHIPS:	-					+	COMMENTS:
Works well as a team member	1	2	3	4	5		_____
Handles interpersonal conflict appropriately	1	2	3	4	5		_____
Responds favorably to authority/teachable	1	2	3	4	5		_____
Relates well with people of other ethnic and cultural backgrounds	1	2	3	4	5		_____

5. Please place the applicant on the continuum:

Very Dependent |-----|-----|-----|-----| *Very Independent*

Comments: _____

6. What are the applicant's greatest strengths? Please be specific.

a) _____

b) _____

c) _____

7. In what areas does the applicant need the greatest growth or improvement? Please be specific.

a) _____

b) _____

c) _____

8. Please comment on anything in the applicant's behavior or lifestyle that might hinder his/her work in Japan.

9. Is there anything about the applicant's health that may hinder his/her ministry in a rigorous environment?

10. For possible placement assistance, what is your view of the applicant's leadership ability:

- strong leader possible leader, if developed tries, but lacks ability to lead
 seldom leads no observation other: _____

11. Do you recommend the applicant for ministry in Japan:

- Yes.
 Yes, but with some reservations as previously indicated.
 No, but could become acceptable with growth in areas mentioned above.
 No, I cannot recommend acceptance.

12. Please state any additional information you feel is pertinent to considering the applicant for this position.

13. Signature: _____

Thank you for taking the time to complete this reference form. Please return it to Asian Access.