REFERENCE FORMS

Instructions for Applicant

First, please print your name and sign release on the attached reference form (if you email this form, then you are NOT required to sign the release). Then, distribute them to your 2 references.

NOTE: These references are confidential, so please do NOT read them. Ask your references to send the forms directly back to CBU. We encourage you to provide them with a stamped envelope that is addressed to CBU.

1) One reference should be submitted by a spiritual leader at your church (pastor, youth minister, etc).
2) One reference should be submitted by a friend who has known you at least two years.

If you are an USP or ISP **RETURNER**, you only need to submit one reference form from a former team member. Then, please ask your former team leader to email an evaluation of your past team performance with his/her recommendation to isp@calbaptist.edu.

Dear Friend,

The applicant is seeking to serve through the Office of Mobilization at California Baptist University. Each year we send hundreds of students on service projects, both domestically and abroad. We are looking for individuals with a mature and growing heart for God and a willingness to be stretched beyond their comfort zones to see how God can and will use them. We are grateful for your assistance in helping evaluate the applicant's potential for service.

Since it is our purpose to secure an understanding of the applicant's personality, please be completely frank. Feel free to offer pertinent facts and judgments not covered by the questions and to exceed the space limitations where you think it is necessary. Please include both favorable and unfavorable comments which will enable us to determine the applicant's qualifications for Christian service. Your frankness is of the utmost importance. Rarely will a frank reference automatically eliminate someone from serving; however, your honest comments will also help us to place this applicant on the right team with the right team leader.

Your **early return** of this reference form will greatly facilitate our efforts to meet our applicant acceptance deadline. Please be assured that your reply will be kept confidential. If you have any questions or further comments, please contact us at: 951-343-5018 or by e-mail at: isp@calbaptist.edu. We invite you to check our website to learn more about our service programs: www.calbaptist.edu/isp/.

The **due date** for all reference forms is **Monday, October 10, 2011**.

Please return reference form to:
California Baptist University
ATTN: Office of Mobilization #1146
8432 Magnolia Avenue
Riverside, CA 92504

REFERENCES MAY ALSO BE SUBMITTED VIA FAX (951.343.4509)
OR EMAIL (isp@calbaptist.edu).

USP

Thank you.

Sincerely,

Kristen K. White

Kristen K. White, M.A.
Director of Global Mobilization
…and the entire Office of Spiritual Life Staff at California Baptist University

ISP

Office of Mobilization @ California Baptist University
8432 Magnolia Avenue #1146, Riverside, CA 92504
Fax: 951.343.4509 / Email: isp@calbaptist.edu

2012

Confidential Reference on: _____*(Applicant's printed name)*

I release my right to see this confidential reference form. _____ *(Applicant's signature)*

Please be as objective as possible in your evaluation of this applicant. This reference is most valuable to us when completed as honestly as possible by someone who knows the applicant well. Please keep in mind that the applicant may serve overseas, which is quite different than ministry projects in the U.S. due to the stress from culture, language, ambiguity and restrictions on freedom in foreign countries.

In what capacity have you known the applicant? ☐ Church Minister ☐ Friend ☐ CBU Professor ☐ Other_____

How long have you known the applicant? _____ to _____ (year to year)

How well would you say you know the applicant? ☐ Surface ☐ Personal ☐ Very Personal

What level of communication have you had with the applicant in the past six months?
☐ None ☐ Surface ☐ Personal ☐ Very Personal

Following are 7 short answer/essay questions. It would be a great help to us if you would briefly explain your answers.

1. If you were going on this ministry trip, would you want this person on your team?
   ☐ Yes ☐ Yes, with hesitations ☐ No Please briefly explain:

2. How does the applicant interact with other people? (friendly, distant, warm, fun, abrasive, awkward) Please explain.

3. Please describe two things about the applicant that you think will be a blessing to their team or team leader.

4. Please describe two things about the applicant that you think could be difficult for the team or team leader to appreciate or adjust to (for example, lifestyle issues/activities, emotional well-being, or personality traits). PLEASE do NOT write NONE; everyone has something that can be difficult for at least a few people to deal with. All of us have areas to work on. Your response to this question does not prevent anyone from being accepted. They simply help us to prepare; it is better to know in advance the issues that we will likely encounter while living and working with someone 24 hours a day, 7 days a week.

5. How would you describe the applicant's current spiritual growth and relationship with God?

6. Would you have any concerns about the applicant working with children or young people? If yes, please explain.

7. How would you rate the applicant's ability to use good judgment in stressful situations with children?

Name *(please print)*: Signature: Date:

Email: Phone:

If you have any sensitive information you would prefer to share by telephone, please check this box: ☐