

REFERENCE FORMS

Instructions for Applicant

First, please print your name and sign release on the attached reference form. 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 a **RETURNER**, you only need to submit one reference form from a former USP/ISP team member.

Then, please ask your former USP/ISP team leader to email an evaluation of your past USP/ISP performance with his/her recommendation to usp@calbaptist.edu.

Dear Friend,

The applicant is seeking to serve through the **United States Projects** (USP) program at California Baptist University. 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 USP 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: usp@calbaptist.edu. We invite you to check our website to learn more about the United States Projects program: www.calbaptist.edu/isp/.

The **due date** for all reference forms is **Wednesday, October 1, 2008**.

Please return reference form to:

United States Projects
CBU #1146
8432 Magnolia Avenue
Riverside, CA 92504

THEY MAY BE FAXED TO: 951.343.4509

Thank you.

Sincerely,

Jared S. Dobbins
Assistant Director of Global Mobilization

And the entire Office of Spiritual Life Staff at California Baptist University

United States Projects @ California Baptist University

8432 Magnolia Avenue, Riverside, CA 92504

Fax: 951.343.4509

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. Overseas ministry projects are quite different than ministry projects in the U.S. due to the stress from culture, language, ambiguity and restrictions on freedom in foreign countries. Please keep this in mind as you fill out the evaluation.

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

Name: _____ Phone: _____

Address: _____

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 5 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 overseas 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 comments to this question do 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?