

GENERAL BOARD OF GLOBAL
PLEASE **TYPE** OR USE **BLACK INK** FOR CLEAR DUPLICATION
GENERAL BOARD OF GLOBAL MINISTRIES OF THE UNITED METHODIST CHURCH
475 RIVERSIDE DRIVE, SUITE 320, NEW YORK, NY 10115
212 870 3660 FAX 212 870 3774

CONFIDENTIAL

<p>Person Giving Reference Name: Address: City: State: Country: Postal Code:</p>	<p>Reference For: The person named above is being considered for an assignment in Mission Service with the General Board of Global Ministries of the United Methodist Church. He or she has requested that you serve as a personal reference. On the form below and on the reverse side of this sheet, please provide your concrete and candid impressions of the candidate. Please cite specific instances which illustrate qualities you have noted.</p>
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Instructions:

The candidate has been requested to compile a Personnel Information File which will include Confidential References, among other documents. To assure CONFIDENTIALITY please follow these instructions carefully:

- 1) This form will be duplicated: please use the online form. Simply save to your computer, fill in the fields, and save a copy. If necessary, use this form and print with a BLACK ink pen.
- 2) SIGN the completed form in the space provided on the back of this page.
- 3) Use the ENVELOPE provided by applicant
- 4) Before mailing seal the envelope and AFFIX YOUR SIGNATURE OVER the *sealed* flap.
- 5) Mail the sealed envelope to the candidate, please do not mail directly to GBGM.

1. How long and under what circumstances have you known the applicant?

2. What are the greatest gifts of the applicant?

3. In what ways could the applicant grow?

4. Describe the applicant's ability to form and maintain intimate and collegial relationships, especially with persons of a different culture.

5. How do the applicant's actions give witness to their Christian faith?

6. Are you aware of any other issues not addressed here of which we should be aware? If so, please describe them.

7. General Assessment/Other Remarks:

If unable to return form to applicant, return this form to Antonietta A. Wilson, Mission Personnel 475 Riverside Drive, Suite 320 New York, NY 10115

Instructions: Please use a scale of **5** (exceptional) to **1** (low) (dropdown menu). Make comments on factors considered in arriving at your rating.

Characteristics:		Comments
ADAPTABILITY in facing new situations.	1	
EMOTIONAL STABILITY under pressure	1	
INVOLVEMENT in Church, School and Community	1	
LEADERSHIP of others and group process	1	
DEPENDABILITY in completing tasks	1	
COMMUNICATING with others effectively	1	
CREATIVITY and resourcefulness	1	
EASE OF RELATIONSHIPS with persons of different backgrounds and faiths	1	
QUALITY of Christian faith and commitment	1	
RELATIONSHIP with authority figures.	1	

Signature: _____ Date: _____

Occupation: _____ Relationship to applicant: _____

Telephone: Home _____ Work _____

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