# **Reference Form for Licensing Candidatesof The Christian and Missionary Alliance in Canada**

**Candidate Name**: Click or tap here to enter text.

The above individual has applied to be licensed for ministry by The Christian and Missionary Alliance in Canada. Your forthright comments regarding the candidate’s fitness for licensing will be most helpful in this process. Answer only those questions about which you are reasonably certain – citing specific examples to illustrate your answers is helpful.

The information you supply will be most helpful to the interviewing committee who will be meeting with this candidate to consider his/her qualification for licensing.

**Kindly return this form to:** **fielded@ambrose.edu**

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| *Preliminary Information* |
| Your Name | Click or tap here to enter text. |
| Church | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| In what context do you know the candidate and for how long?Click or tap here to enter text. |
| What role/responsibility did they have?Click or tap here to enter text. |

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| *Candidate Assessment* |
| This section of the form consists of 21 questions with two parts. The first part consists of a rating scale with numbers. Please check the number that best describes the candidate at this time. The numbers for each statement correspond to the following values: |
| 1UnacceptableMuch help required | 2Below AverageNeeds Improvement | 3AverageAcceptable | 4GoodAbove Average | 5ExcelsOutstanding |
| The second part relates to written comments. As a result of your knowledge and observation of this candidate, write a brief sentence to support the rating. |

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| *Criteria* |
| 1. **Quality of Work**: Accuracy, thoroughness, dependability

Comment: Click or tap here to enter text. | **1** [ ]   **2** [ ]   **3** [ ]   **4** [ ]   **5** [ ]  |
| 1. **Quantity of Work**: Volume, speed, consistency

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Job Knowledge**: Understands the work and ministry

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Initiative**: Ingenuity, self-reliance, self-starter

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Adaptability**: Variety, diversity, flexible

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Dependability**: Follow-through, reliable

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Work Attitude**: Interest, enthusiasm, joy

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Relations with Others**: Approachable, warm, accepting

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Leadership**: Plan, organize, involve people

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Physical Fitness**: Fatigue level, absenteeism

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Stability**: Withstand pressure, handle crisis

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Courtesy**: Tactful, pleasant, social awareness

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Interaction**: Compatible, cooperates, team effort

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Finances**: Good manager, promptly pays bills

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Mental Acuteness**: Comprehends, fast learning, quick

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Influence**: Positive, wholesome, contributing

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Common Sense**: Good judgement, discerning

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Sense of Humor**: Laughs appropriately, enjoys fun

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |
| 1. **Social Response**: Liked, sought out, wanted

Comment: Click or tap here to enter text. | **1** [ ]  **2** [ ]  **3** [ ]  **4**  [ ]  **5**  [ ]  |

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| *Personal Opinion Questions* |
| 1. Does the candidate have the qualities you expect from someone who is in church ministry? Why or why not?

Click or tap here to enter text. |
| 1. Does the candidate exercise proper discretion when dealing with the opposite sex?

Click or tap here to enter text.  |
| 1. If married, describe your observations as it relates to the candidate’s:

Relationship with spouse: Click or tap here to enter text.Relationship with children: Click or tap here to enter text. |
| 1. Please list the strengths and/or weaknesses you feel may enhance or detract from the candidate’s effectiveness in vocational Christian ministry:

Click or tap here to enter text. |
| 1. Are there any other things that would be good for us to know about the candidate?

Click or tap here to enter text. |

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| *Recommendation* |
| Would you recommend this candidate for vocational Christian ministry? |
| [ ]  Yes, without reservation | Comments/reasoning: Click or tap here to enter text. |
| [ ]  Yes, with reservation | Comments/reasoning: Click or tap here to enter text. |
| [ ]  No, I cannot recommend | Comments/reasoning: Click or tap here to enter text. |

[ ]  I understand that the information in this form is confidential and that the source of information will not be disclosed to the applicant.

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.