



PROFESSOR / EMPLOYER

This section is to be filled out by the applicant.

Name

Address

City, State, Zip

This section to be filled out by the reference.

How long have you known the applicant? \_\_\_\_\_ You have been the applicant's:

Professor

Employer

The individual named above has given your name as a reference in applying to become a Missionary for TIME Ministries. We rely on people like you to help us accurately appraise our incoming Missionaries. We appreciate your honest estimate of this applicant's personality and character traits, and will treat your reply as confidential. It is the policy of TIME Ministries that reference forms are NOT made available to the applicant. This includes identifying positive or negative situations which would help us evaluate the applicant's ministry effectiveness.

Please fill out this reference form at your earliest possible convenience and mail it to the TIME Ministries office with your signature across the flap.

Please circle the description that best applies.

1. Teachability

Repeated encouragement necessary

Slow but retains well

Learns readily

Superior

2. Dependability

Not dependable

Needs supervision

Usually reliable

Thoroughly dependable

3. Judgement

Unable to make decisions

Makes snap judgments

Uses good common sense

Shows superior judgment

4. Quality of work

Careless

Acceptable but needs improvement

Entirely satisfactory

Outstanding

5. Quantity of work

Has to be prodded

Acceptable but needs improvement

Is a good producer

Is an unusually rapid worker

**6. Attitude toward peers**

Reluctant  
to cooperate

Makes little  
contribution

Gets along well  
with others

Helps others

**7. Attitude toward those in authority**

Difficult  
to handle

Somewhat  
unresponsive

Generally  
cooperative

Unusually helpful  
and cooperative

Have you found the applicant consistently honest?      Yes                  No

If not, please comment. (If you do not have sufficient space, please use another sheet of paper.)

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If there are additional facts which we should know, please write them on a separate sheet. You may include the names and addresses of additional references which you think would be of help in evaluating this application. Thank you.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_  
(please print)

**Address** \_\_\_\_\_

\_\_\_\_\_  
**Phone** \_\_\_\_\_