



# CONFIDENTIAL EMPLOYER REFERENCE

**Applicant's Name:** \_\_\_\_\_

**Position applied for** \_\_\_\_\_

**City, State:** \_\_\_\_\_

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

**Employer's Name (printed)** \_\_\_\_\_

We are striving to keep the standards of our work and workers high, accepting those with a good Christian testimony and a desire to serve the Lord. Please answer frankly and to the best of your knowledge. All information will be kept confidential. Thank you for your time.

1. How well do you know the applicant? \_\_\_\_\_  
\_\_\_\_\_
2. Are they emotionally stable? \_\_\_\_\_  
Explain: \_\_\_\_\_  
\_\_\_\_\_
3. Do they have any outstanding talents? \_\_\_\_\_  
\_\_\_\_\_
4. Are they respected in the community in which they work? \_\_\_\_\_
5. To which age group do you feel they best relate?  
Children                      Youth                      Adults
6. For each trait listed below, check one statement which in your judgement best describes them.

### **Leadership**

- Easily directs others
- Leads as requested
- Seldom gains support

### **Industriousness**

- Works diligently and thoroughly
- Completes work with instructions
- Does just enough to get by

### **Teamwork**

- Works well with others
- Learning teamwork
- Causes friction in a team

### **Dependability**

- Very committed to responsibilities
- Intends to fulfill responsibilities
- Personal agenda comes first

### **Personality attractiveness**

- Friendly and pleasant
- Gets along reasonably well
- At times unpleasant

### **Comprehension**

- Knowledgeable; always learning
- Alert mind; aptitude for learning
- Learns and thinks slowly

### **Confidentiality**

- Very trustworthy
- Fair judgement in confidential matters
- Reveals confidential information

### **Creativity**

- Expresses creativity in work
- Nice work with some new ideas
- Limited to others' ideas

**Physical condition**

Excellent health  
Average health and health habits  
Often hindered by poor health

**Communication**

Communicates clearly and discreetly  
Healthy in normal conversation  
Unhealthy voice (too loud, too quiet)

**Efficiency**

Well-organized and accurate  
Good accuracy but slower pace  
Slow worker with low accuracy

**Judgement and common sense**

Excellent perception and maturity  
Makes good and timely decisions  
Too hasty or hesitant

7. Indicate if they are prone to any of these negative behaviours:

- |               |             |             |
|---------------|-------------|-------------|
| Impatient     | Depressed   | Anxious     |
| Intolerant    | Embarrassed | Nervous     |
| Domineering   | Offended    | Lazy        |
| Sullen        | Discouraged | Inattentive |
| Prejudiced    | Irritated   | Moody       |
| Argumentative | Critical    |             |

Other:

8. List what you see as their three greatest strengths and weaknesses.

**Strengths**

**Weaknesses**

_____	_____
_____	_____
_____	_____

9. What type of work do you think would best suit them \_\_\_\_\_

10. Further comments

This reference has been completed by:

Signature \_\_\_\_\_  
 Printed name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_

Please return this form to:

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