

**Canadian Children's Ministries Institute® Reference Form**  
(CEF Worker or Friend)

Applicant's Full Name: \_\_\_\_\_

The person named above has applied to the Canadian Children's Ministries Institute and is requesting that you provide a recommendation. This reference will be helpful in determining the person's ability to handle long hours and a heavy classroom workload as well as interpersonal relationships outside of the classroom. Please be as candid and objective as possible.

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• How long have you known the applicant? \_\_\_\_\_ In what relationship? \_\_\_\_\_

• How well do you know the applicant? (Circle one) Casually Well Very Well

• Applicant's relationship with others generally (circle one) Poor Fair Good Very Good Excellent

• What is the applicant's attitude toward authority? (circle one) Poor Fair Good Very Good Excellent

• What are the applicant's strong points? (include special abilities) \_\_\_\_\_

• What are the applicant's weaknesses? \_\_\_\_\_

• What is the applicant's general outlook? (circle one) Negative Neg/Pos Pos/Neg Positive

• Has the applicant been active in the church? \_\_\_\_\_ If so, in what capacities? \_\_\_\_\_

• Does the applicant work well with others? (circle one) Yes No If no, please comment \_\_\_\_\_

• How teachable is the applicant? (circle one) Poor Fair Good Very Good Excellent

Please comment \_\_\_\_\_

• How do you rate the applicant's leadership ability? (circle one) Poor Fair Good Very Good Excellent

• Is the applicant dependable? (circle one) No Sometimes Usually Yes

• How would you rate the applicant's standards for Christian living? (circle one)

Poor Fair Good Very Good Excellent

• If you were asked to have this applicant as a co-worker for several years, how would you respond? \_\_\_\_\_

• How do you rate this applicant's potential in ministry? (circle one) Limited Average Good Superior

• Would you recommend that we accept this applicant? (circle one) No Questionable Yes

Further comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHARACTER TRAIT EVALUATION	Not Known	Poor	Below Avg.	Avg.	Above Avg.	Excellent	COMMENTS
<b>SOCIAL MATURITY</b>							
Ability to communicate							
Ability to develop relationships							
Attitude in confrontation							
Tactfulness/sensitivity							
<b>LEADERSHIP MATURITY</b>							
Drive/Initiative							
Mental Alertness							
<b>SPIRITUAL MATURITY</b>							
Consistent spiritual walk							
Knowledge of the Bible							
Sense of call or mission							
Submission to authority							
<b>EMOTIONAL MATURITY</b>							
Self-image (esteem)							
Freedom from worry, anxiety							
Relationship with opposite sex							
Marital harmony (if applicable)							
<b>PERSONAL MATURITY</b>							
Self-discipline							
Conscientiousness							
Perseverance							
Common sense and judgment							
Flexibility							
Decisiveness/follow through							
Servant's attitude							

Is there anything that you know of in the applicant's past that would cause you to question his/her ability to work with children or have a healthy relationship with children? No \_\_\_\_\_ Yes \_\_\_\_\_

Comments:

Is there anything that you know of that would bring to mind any questions concerning children being entrusted to his/her care? No \_\_\_\_\_ Yes \_\_\_\_\_

Comments:

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ - \_\_\_\_\_ May we call you if we have questions? Yes \_\_\_\_ No \_\_\_\_\_

Position or occupation \_\_\_\_\_

Mail this reference directly to:

CEF Children's Ministries Institute  
 PO Box 165 Station Main  
 Winnipeg, Manitoba R2L 1L7

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 Fax: (204)943-9967