

Instructions for completing the Confidential Reference Form

This form is a pdf (portable document form) document that allows you to complete the information and to save it, unlike most pdf files.

Following are step-by-step instructions for opening, editing, saving, and emailing this form.

1. To open: Right click on the unopened file and open with Adobe Acrobat Reader.
2. Once opened, select 'Fill & Sign' then select 'Add Text.' The 'Add Text' toolbar will open.
3. You may begin completing the form by placing your cursor over the sections to be completed.
4. Once you have completed the entire form, you want to save it.
5. To Save: Go to 'File' then 'Save As' and name your form. Please use the following format: (Applicant Name) Confidential Reference Form.
 - a. Save the form to your desktop so you can easily locate it for emailing it to us.

Create an Email and address it to:

info@ywammyrtlebeach.com

Subject: (Applicant Name) Confidential Reference Form

Attach the Confidential Reference Form to the email and send.

Confidential Reference Form

Applicant: _____ Reference Name: _____

Relationship to the applicant: _____

Contact Email: _____

Phone Number: _____

The above applicant has applied for a staff position at Youth With A Mission Myrtle Beach, a ministry of Youth With A Mission International (YWAM). YWAM is a Christian mission-oriented, international, interdenominational organization. YWAM, founded in 1960, now has centers in over 1800 locations on all continents, with nearly 20,000 full time staff. Serious consideration will be given to your comments; therefore we ask that you complete this form carefully. You may add additional comments on a separate paper. Thank you for your assistance. Do not hesitate to contact us if necessary. Note: Under the American Privacy Act, applicants may request to see this form.

	Character Profile	Above Average	Average	Below Average			Above Average	Average	Below Average
1	Ability to Follow				11	Leadership			
2	Works Well With Others				12	Mental Ability			
3	Willing to be Accountable				13	Appearance			
4	Concern for others				14	Positive Attitude			
5	Emotional Stability				15	Reliability			
6	Financially Responsible				16	Response to Authority			
7	Flexible- Open to Change				17	Response to Pressure			
8	Grateful Spirit				18	Servant Heart			
9	Initiative Self Starter				19	Spiritual Growth Observed			
10	Industrious Hard Worker				20	Teachable Spirit			

Does the applicant display high moral standards? Yes ____ No ____

If no, please explain:

In your consideration, which of the following would best describe the applicant's Christian experience?

Mature ____ Contagious ____ Genuine & Growing ____ Over-emotional ____
Superficial ____

Please comment on character:

Strengths:

Weaknesses:

Is he/she able to work through personal problems without constantly depending on the counsel of others? Yes ____ No ____

Please add any other relevant remarks:

What kind of ministry would you recommend for this applicant?

Would you have this person on your staff? Yes ____ No ____

Comment:

Would you recommend this person to work with minors/children? Yes _____ No _____

Comment:

How long have you known the applicant? _____ years _____ months

Would you recommend the applicant for acceptance by Youth With A Mission Myrtle Beach?

Yes, unreservedly _____ Yes, but with hesitation _____ No _____

Name of Referrer _____

Phone Number _____ Email Address _____

Address _____

City _____ State/ Province _____

Postal/ Zip Code _____ Country _____