

**REFERENCE FORM**

Applicant's Name \_\_\_\_\_

To the Applicant: Please check one of the following statements:

\_\_\_\_\_ I waive my right of access to this reference form.

\_\_\_\_\_ I do NOT waive my right of access to this reference form.

Signature of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

To the Reference Writer: Visitation Internship Program seeks mature, well-balanced and spiritually motivated men and women to work with the Visitation Sisters of Minneapolis. Because of the community aspect of our program, it is very important that we receive an honest evaluation of the applicant's personality, capabilities, strengths and weaknesses. No applicant will be judged on the basis of a single reference. Please feel free to omit any questions you do not feel qualified to answer. Please return this reference form to the program address above in a sealed envelope with your name signed across the sealed flap. Thank you for your assistance.

1. How long, how well, and in what capacity have you known the applicant?

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

2. What are the applicant's strengths?

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

3. What are the applicant's weaknesses?

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

4. Please make a statement concerning your overall impression of this person. Please include your appraisal of the type of influence this person will exert on others.

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5. Evaluate the applicant's ability to live and work with others. What qualities might help or hinder the applicant?

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6. Describe the applicant's style of getting things done. Give a brief example.

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7. Are you aware of any psychological or physical reason that would indicate that this person might not be suited for this program? \_\_\_\_\_ If yes, please explain.

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Overall, how would you rate the applicant?

- Exceptional     Recommend, no strong feelings  
 Very Good, no reservations     Might be OK, some reservations  
 Good, better than many     Weak, should be discouraged

List three adjectives that best describe the applicant:

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*Circle the number that best describes the applicant in the following areas (five being the highest).*

**CHARACTERISTICS**

- Health, Stamina 1 2 3 4 5
- Appearance 1 2 3 4 5
- Self-confidence 1 2 3 4 5
- Sense of Humor 1 2 3 4 5
- Social Maturity 1 2 3 4 5
- Ability to Get Along with Others 1 2 3 4 5
- Emotional Stability 1 2 3 4 5
- Common Sense 1 2 3 4 5
- Dependability 1 2 3 4 5
- Sensitivity to Others 1 2 3 4 5
- Tact 1 2 3 4 5
- Ability to Make Decisions 1 2 3 4 5
- Initiative 1 2 3 4 5
- Creativity 1 2 3 4 5
- Flexibility 1 2 3 4 5
- Acceptance of Criticism 1 2 3 4 5
- Effective Use of Time 1 2 3 4 5
- Ability to Express Feelings 1 2 3 4 5
- Ability to Work with Others 1 2 3 4 5
- Ability to Work Alone 1 2 3 4 5
- Leadership 1 2 3 4 5
- Ability to Work Under Pressure 1 2 3 4 5
- Ability to Adapt to New Situations 1 2 3 4 5
- Knowledge of Own Limits 1 2 3 4 5
- Caring for Own Needs 1 2 3 4 5
- Seeking Integration of Faith with Own Life 1 2 3 4 5
- Openness to Different Expressions of Faith 1 2 3 4 5

If you wish to share additional comments please do so on the back of this page.

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