



## Internship Reference Form

*All information gathered through the screening process will be treated as confidential.*

Name of internship applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of reference \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Number of years known \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Directions:** Please answer the questions with as much candor as possible. An answer that might be perceived as negative will not necessarily prevent the applicant from being accepted but may be useful to the team leader when approaching different issues.

1. What have you observed to be this applicant's greatest strengths?
  
  
  
  
  
  
  
  
  
  
  2. What have you observed as his/her greatest weaknesses?
  
  
  
  
  
  
  
  
  
  
  3. How does this applicant perform in a team setting?
  
  
  
  
  
  
  
  
  
  
  4. Do you have any reservations about the applicant's ability to work appropriately with children or students under age 18? If yes, please explain:
  
  
  
  
  
  
  
  
  
  
  5. Which of the following words would you use to describe the applicant? **Circle all that apply.**
- |               |                    |               |           |             |
|---------------|--------------------|---------------|-----------|-------------|
| self-starter  | flexible           | supportive    | tactful   | congenial   |
| picky         | shy                | easygoing     | stable    | honest      |
| responsible   | calm               | leader        | rigid     | follower    |
| creative      | productive         | artistic      | energetic | outgoing    |
| prompt        | sloppy             | complainer    | friendly  | emotional   |
| argumentative | discerning         | worker        | lazy      | patient     |
| relational    | respects authority | compassionate | cheerful  | team player |

6. Circle the personality traits that best describe the applicant from your experience and observation:

<b>Spiritual life</b>	No interest in spiritual growth	Evidence of some spiritual growth	Average	Continual growth in a positive direction	Consistent and mature spiritually	Do not know
<b>Purposefulness</b>	Aimless, no evident goals	Vacillating in purpose	Average	Consistent movement towards goals	Strives to realize well-formed goals	Do not know
<b>Initiative</b>	Requires constant oversight	Succeeds only when directed	Average occasional initiative	Shows good initiative	Actively creative and self motivated	Do not know
<b>Industry</b>	Needs constant prodding	Needs occasional prodding	Performs assigned tasks	Goes beyond what is required	Seeks additional work	Do not know
<b>Influence with others</b>	Negative influence	Neutral	Normally good	Consistently good influence	Positive challenge	Do not know
<b>Acceptance by others</b>	Avoided by others	Tolerated by others	Liked by others	Well-liked by others	Sought after by others	Do not know
<b>Responsibility</b>	Consistently irresponsible	Occasionally undependable	Usually reliable	Conscientious and reliable	Capable of much responsibility	Do not know
<b>Leadership</b>	Always a follower	Tries, but few will follow	Assumes leadership when needful	Takes leadership initiative	Natural leadership which draws followers	Do not know
<b>Emotional qualities</b>	Overly emotional or apathetic	Occasionally unbalanced	Usually well-balanced	Expresses appropriate emotions	Expresses self and empathizes with appropriate emotions	Do not know
<b>Personal care and appearance</b>	Very careless	Needs some improvement	Usually appropriate care of self	Takes good care of self	Takes exceptional care of self	Do not know
<b>Rapid change or unexpected circumstances</b>	Ridged and/or exudes anxiety	Somewhat flexible, stresses easily	looks to others for how to respond	Remains flexible and/or calm	Exudes confidence, remains flexible and/or calm	Do not know

Thank you for taking the time to complete this reference form for us. It is invaluable to help us gain more insight into this applicant. Feel free to add any additional comments you feel may be helpful to us.

**Please return to:**

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*Form adapted from Elmbrook Church*