

# INTERNSHIP & RESIDENCY REFERENCE FORM

Please fill out the following information and answer the questions to the best of your ability. If you have questions, please email [info@eastbrook.org](mailto:info@eastbrook.org).

## PERSONAL INFORMATION

Your Name (First & Last) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_  Cell  Home  Work

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

## REFERRAL QUESTIONS

*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 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. Do you have any insight as to how the applicant handles projects that are assigned to them? (i.e. creativity, follow through, detail management)

4. How does this applicant perform in a team setting?

5. How do you feel this applicant responds to rapid change or unexpected circumstances?

## PERSONALITY TRAITS

Which of the following words would you use to describe the applicant?

- |   |                                     |                                      |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Self-starter       | <input type="checkbox"/> Picky      | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Creative           | <input type="checkbox"/> Prompt     | <input type="checkbox"/> Relational  |
| <input type="checkbox"/> Flexible           | <input type="checkbox"/> Shy        | <input type="checkbox"/> Calm        |
| <input type="checkbox"/> Productive         | <input type="checkbox"/> Sloppy     | <input type="checkbox"/> Discerning  |
| <input type="checkbox"/> Respects Authority | <input type="checkbox"/> Supportive | <input type="checkbox"/> Easy Going  |
| <input type="checkbox"/> Leader             | <input type="checkbox"/> Artistic   | <input type="checkbox"/> Complainer  |
| <input type="checkbox"/> Worker             | <input type="checkbox"/> Tactful    | <input type="checkbox"/> Stable      |
| <input type="checkbox"/> Rigid              | <input type="checkbox"/> Energetic  | <input type="checkbox"/> Friendly    |
| <input type="checkbox"/> Lazy               | <input type="checkbox"/> Cheerful   | <input type="checkbox"/> Congenial   |
| <input type="checkbox"/> Honest             | <input type="checkbox"/> Follower   | <input type="checkbox"/> Outgoing    |
| <input type="checkbox"/> Emotional          | <input type="checkbox"/> Patient    | <input type="checkbox"/> Team Player |

## CHARACTER TRAITS

Select the traits that best describe the applicant from your experience and observation:

### Spiritual Life

- No interest in spiritual growth
- Evidence of some spiritual growth
- Average
- Continual growth in a positive direction
- Consistent and mature spiritually
- Do not know

### Purposefulness

- Aimless, no evident goals
- Vacillating in purpose
- Average
- Consistent movement towards goals
- Strives to realize well-formed goals
- Do not know

### Initiative

- Requires constant oversight
- Succeeds only when directed
- Average occasional initiative
- Shows good initiative
- Actively creative and self motivated
- Do not know

### Industry

- Needs constant prodding
- Needs occasional prodding
- Performs assigned tasks
- Goes beyond what is required
- Seeks additional work
- Do not know

### Influence with others

- Negative influence
- Neutral
- Normally good
- Consistently good influence
- Positive challenge
- Do not know

### Acceptance by others

- Avoided by others
- Tolerated by others
- Liked by others
- Well-liked by others
- Sought after by others
- Do not know

### Responsibility

- Consistently Irresponsible
- Occasionally undependable
- Usually reliable
- Conscientious and reliable
- Capable of much responsibility
- Do not know

### Leadership

- Always a follower
- Tries, but few will follow
- Assumes leadership when needful
- Takes leadership initiative
- Natural leadership which draws followers
- Do not know

(continued)

### Emotional qualities

- Overly emotional or apathetic
- Occasionally unbalanced
- Usually well-balanced
- Expresses appropriate emotions
- Expresses self and empathizes with appropriate emotions
- Do not know

### Personal care and appearance

- Very careless
- Needs some improvement
- Usually appropriate care of self
- Takes good care of self
- Takes exceptional care of self
- 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 submit completed reference form by email to [info@eastbrook.org](mailto:info@eastbrook.org), or by mail to Eastbrook Church, 5385 N. Green Bay Ave. Milwaukee, WI 53209. Questions? Contact [info@eastbrook.org](mailto:info@eastbrook.org) or 414.228.5220. Find more information about the Ministry Residency Program at [eastbrook.org/residency](http://eastbrook.org/residency) or about the Summer Internship Program at [eastbrook.org/internship](http://eastbrook.org/internship).