***Please use this form for your Personal, Ministry, and Employment References.***

***Your reference should not be a relative.***

***Applicant Information:***

|  |  |
| --- | --- |
| **Name of Applicant** (please print)  |  |
| **Email**  |       | **Phone** |       |
| **Applicant’s Signature** (I waive the right to see this reference.) |  |
| [ ]  Downloaded reference. Applicant verbally waived his/her right to view this reference. |

***To be completed by reference:***

**The Lake Region Conference of Seventh-day Adventists (Lake Region Conference) is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex (including pregnancy, childbirth, and other pregnancy-related conditions), age, national origin, marital status, physical or mental disability, or other protected categories under federal or state laws and regulations or local ordinances. The Lake Region Conference prohibits any form of workplace harassment, misconduct or abuse. The Lake Region Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.**

Instructions: Please complete the following form as objectively as possible. Use the “Tab” key to navigate the fields. Upon completion please email to jessex@lrcsda.com as an attachment.

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |       | Telephone Number |       |
| Company / Position |       | Email Address |       |

|  |  |
| --- | --- |
| 1. How do you know the applicant? |       |
| How long have you known the applicant? |       |
| How well do you know the applicant? (very well / well / casually) |       |

|  |
| --- |
| Using a scale of 1 to 5 (5 = outstanding), please rate the applicant in the following areas: |
|  Initiative:    |  Leadership:    |  Emotional Stability:    |
| Judgment / Decision-Making:    |  Team Player:    |  Flexibility:    |
|  Organizational Skills:    |  Teachable / Humble:    |  Reliability:    |
| Please check one box below. |
|  [ ]  I strongly recommend this applicant. |
|  [ ]  I recommend this applicant. |
|  [ ]  I recommend this applicant with some reservations. |
|  [ ]  I do not recommend this applicant. |
| Any additional comments:  |