

REFERENCE FORM

References can only be accepted from non-family members

The applicant below would like to be hired by the Upper Columbia Conference of Seventh-day Adventists.

Applicant Name: _____ **Position and Location Applied for:** _____

Reference's Information:

Reference Name: _____ **Daytime Phone #:** _____

E-mail: _____ **Evening Phone #:** _____

I confirm that the information below is true and correct.

Reference Signature: _____ **Date:** _____

How long have you known the applicant? _____ **How do you know the applicant? (example: employer, neighbor, friend, etc.)** _____

Please check the most appropriate box regarding applicant's ability:

	Very Good	Good	Poor	Don't Know		Very Good	Good	Poor	Don't Know
Communication Skills Can express themselves verbally or in writing so others can easily understand them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spiritual Commitment Believes in and supports the mission of the Seventh-day Adventist Church	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality Seeks excellence and able to manage details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spiritual Influence Their love for Jesus and people is evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability On time/good attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resourcefulness and Initiative Is able to identify needs and seek out resources in order to address those needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others Team player, willing to help others when needed, gives others the benefit of the doubt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emotional Maturity Functions in a sensible manner, takes responsibility for actions, not easily disturbed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow Through Stays with and tracks a task until complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptability to New Situations Demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance Dresses neatly and is well groomed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Why do you think the applicant would be a good employee? _____

If applicant is applying for a position working directly with children, would you trust this person with your own child/grandchild? (please check one of the following boxes)

☐ Yes ☐ No _____

Information Collected By:

For Office Use Only

Name

Date

Signature

When complete, please mail, fax, or e-mail to:

Upper Columbia Conference; Human Resources; 3715 S Grove Road; Spokane, WA 99224

Phone: 509-242-0431 Fax: 509-242-1431 E-mail: hr@uccsda.org

Updated: 7/10/2019