



Application for Admission to the Doctor of Ministry in Leadership Program

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Tel. No: (632) 454-4546 to 49; 984-1210 or 1217 • Fax No: (632) 984-1954 • E-mail Address: admissions@igsl.asia

REFERENCE FORM

_____ is applying for admission to our doctoral program. He/she has given your name as one who knows
(NAME OF APPLICANT) him/her well and can give information about his/her character and qualifications. Our standards are high. In light of this, we would appreciate your honest evaluation of the applicant. Please complete and send this form directly to the Office of Admissions at the above address. Thank you for your assistance to us and to the applicant in this matter.

If you have any significant questions or concerns about this person’s suitability as a leader, please take the time to talk with him/her directly, privately, and humbly (Matthew 7:3-5; 18:15-20). The Lord may use your loving concern and insights to help this person grow in significant ways and be better prepared to serve Him in the future.

Applicant Authorization:

- I hereby *waive* my right to examine this reference form, and authorize the person listed below to provide a candid evaluation and all relevant information to IGSL.
- I *do not waive* my right to examine this reference form. I do authorize the person listed below to provide a candid evaluation and all relevant information to IGSL.

Signature of Applicant _____ Date _____

To Be Completed by the Reference

Name of Reference _____ Telephone _____ Email _____

Address _____

Occupation _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How well would you say you know the applicant? Not very well Average Well Very Well

Please answer as fully and accurately as possible. Use the back of the page if needed, numbering the continuation.

If you do not know the applicant well enough to answer a question, please leave the answer blank.

All information will be treated as strictly confidential. Please return to IGSL as soon as possible. Thank you!

Spiritual Life

1. Describe the applicant’s personal commitment to Christ and how it is expressed.

2. How is the applicant continuing to grow in the Christian life, both in character development & spiritual maturity (1 Tim 3:7)? Give examples of how teachable the applicant is. Are there areas in which he/she is *less* teachable?

3. What fruit(s) of the Spirit (character of Christ) do you see most displayed in the applicant's life and ministry (Gal 5:22-23)?

Ministry

4. What are the applicant's greatest strengths in ministry? What ministry gifts/strengths are evident? Please explain.
5. In what areas of ministry could the applicant benefit from further development and/or attention? Please explain.

Character

6. Give your opinion of the applicant's character: general maturity and stability, honesty and reliability, diligence in assignments, willingness to serve humbly without notice, moral uprightness, and/or other relevant points. Give examples. Have you ever had reason to question the applicant's ethical or moral character? Please explain.
7. How would you describe the applicant's reputation within the church or place of ministry (1 Timothy 3:8)?
8. How would you describe the applicant's reputation outside the church or place of ministry (1 Timothy 3:2, 7; Titus 1:6)?

Academic

9. Describe the applicant's ability to do rigorous academic work.
10. How well does the applicant manage his/her time? How well will he/she be able to add the stress of studies to ministry?

Interpersonal Relationships

11. Describe the nature of the applicant's relationships within marriage, family, and close friends (1 Timothy 3:2-5; Titus 1:6). Give examples of strengths and of struggles.
12. How does the applicant respond to conflicts and solve problems in relationships (Matthew 5:23-24; Ephesians 4:1-3)?

13. Please place an “X” at the appropriate place on each scale. Mark above the “?” if you feel your knowledge of the applicant is insufficient in that particular area.

Teachability	?	1 Rigid, closed, or argumentative	3 Opinionated, Selectively receives instruction	5 Open to receive and consider instruction	7 Readily receives benefits, and integrates all instruction	9 Eager to receive, process, and share instruction with others
Responsibility	?	1 Not reliable to fulfill duties	3 Fulfills some obligations on time	5 Fulfills duties on time when monitored	7 Fulfills most obligations on time	9 Faithfully takes on and completes duties promptly
Perseverance	?	1 Gives up easily or is easily discouraged	3 Needs encouragement to persevere	5 Persists in most circumstances	7 Perseveres despite struggles & setbacks	9 Perseveres confidently in heavy adversity
Integrity	?	1 Has no convictions regarding honesty, Expediency rules	3 Tends to do or say what others expect	5 Generally honest; Compromises convictions under certain pressure	7 Reliably honest and upright, trustworthy	9 Consistently honest and upright in all speech & actions
Intelligence	?	1 Learns and thinks very slowly,	3 Falls behind, Doesn't understand fully	5 Average mental ability Good learner, works hard	7 Alert; has a good mind, Perceptive	9 Brilliant; insightful; Exceptional capacity
Emotional Adjustment	?	1 Yields to urges and impulses, no control	3 Tense, fearful, or worried, Easily frustrated, angered	5 Generally steady outside, has strong internal ups & downs	7 Usually positive, emotions under control	9 Maintains joyful balance and self-control, mature
Self-image	?	1 Inferiority complex; Withdrawn	3 Tends to be insecure, False front	5 Moderately secure; Average self-confidence	7 Authentic, balanced view of self, secure	9 Strong identity in Christ, confident
Marital Harmony (if applicable)	?	1 Destructive marriage; Problems dominate	3 Some problems apparent, struggles	5 Positive marriage No apparent problems	7 Strong, growing, intimate marriage	9 Joyful, mature teamwork; Overflowing love
Leadership	?	1 Makes no effort to lead	3 Tries but lack ability to lead	5 Has some ability to direct and influence others	7 Good leadership ability; Respected by most	9 Has demonstrated unusual ability to lead; Well respected
Decisiveness	?	1 Indecisive, avoids making decisions	3 Makes decisions only after much deliberation	5 Makes decisions but is dependent upon others	7 Can analyze options and choose a direction	9 Makes confident decisions after appropriate deliberation
Achievement	?	1 Does only what is assigned	3 Starts but does not finish	5 Meets average expectations; Steady performer	7 Resourceful and very effective	9 Superior, creative ability and capacity
Cooperation/ Team work	?	1 Works best alone Creates tension in group	3 Source of occasional problems in group	5 Plays a role in group, faithful, supportive	7 Makes strong contribu- tions to group, flexible	9 Works extremely well with others, builds up group
Communication	?	1 Unable to present thoughts in an under- standable way	3 Expresses thoughts with great difficulty	5 Can express thoughts with clarity and logic	7 Is able to make complex ideas understood	9 Exceptionally articulate; Persuasive, winsome
Personal finances	?	1 Frequent debts and problems	3 Spends money irresponsibly	5 Usually has just enough to meet current needs	7 Careful, has a budget, plans, has extra, shares	9 Good steward, plans, saves; Give generously

14. To what degree would you say the following traits are apparent in the life of the applicant? Place an "X" at the appropriate place on each line. Add comments to clarify below each line if needed.

	Don't Know	Frequently	Occasionally	Seldom	Never
Critical Attitude (grumbling, negative spirit)	_____	_____	_____	_____	_____
Procrastination (missing deadlines, late)	_____	_____	_____	_____	_____
Domineering manner (pushy, self centered)	_____	_____	_____	_____	_____
Discouragement (loss of heart, quitting)	_____	_____	_____	_____	_____
Anxiety (worry, fear, dread)	_____	_____	_____	_____	_____
Depression (constant sadness, no energy)	_____	_____	_____	_____	_____
Irritability (quickly angered)	_____	_____	_____	_____	_____
Homosexual tendencies (acting on attraction to same gender)	_____	_____	_____	_____	_____

Please give the name and address of another person who knows the applicant well:

Name _____ Relationship _____

Address _____

Contact number (email, phone, fax, beeper, etc.) _____

15. Do you have any reservations in recommending this person? If there are additional facts that you feel would be important for us to know, please write them on the back of this page or on another page.

Signature of Reference: _____ Date _____
MONTH/DAY/YEAR

Please, as soon as possible, complete and send this form directly to the:

ADMISSIONS OFFICE
 DMin in Transformational Leadership
 INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP (IGSL)
 QCCPO Box 1495
 Quezon City, MM 1100 PHILIPPINES

If you are running late, you may also scan and email the forms to Steve Hobson (Program Director) at Steve.Hobson.IGSL@gmail.com (with a copy to Helen Ramos HRamos@igsl.asia)