



## GENERAL REFERENCE FORM

\_\_\_\_\_  
(NAME OF APPLICANT)

is applying for admission to the **ThM/DMin/PhD in Peace Studies** program of the International Graduate School of Leadership (IGSL). He/she has given your name as one who knows him/her well and can give information about his/her character and qualifications. Because this program is training men and women in leadership, biblical conflict resolution, and how to train others in these skills, it needs to take utmost care in selecting applicants.

*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.

If you have any significant questions or concerns about this person's suitability as someone who can help resolve conflict biblically, 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 as a peacemaker.

Please send this form directly to the **Admissions Office, International Graduate School of Leadership**. It needs to arrive before **Dec 15, 2018**. You can also scan and email a digital version. Thank you! Please note the following authorization by the applicant:

- I hereby *waive* my right to examine this completed reference form, and authorize the person listed below to provide a candid evaluation and all relevant information to the International Graduate School of Leadership.
- I *do not waive* my right to examine this completed reference form. I do, however, authorize the person listed below to provide a candid evaluation and all relevant information to the International Graduate School of Leadership.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### To Be Completed by the Reference *(not the Applicant)*

Name of Reference \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Position/Title \_\_\_\_\_

In what capacity have you known the applicant? (check/tick one of the following)

- Ministry/Organiz Leader over him/her    Peer in same organiz.    Peer from outside his/her organiz.    Academic leader (**use different form**)

Please explain/describe your relationship: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ How well do you know him/her?    Not very well    Average    Well    Very Well

*Please answer each of the following to the best of your knowledge. Give details.*

#### Spiritual Life

1. Please 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)?

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

### **Ministry**

4. How does the applicant serve his/her local congregation & other ministry? What ministry gifts/strengths are evident?
  
5. Does the applicant have a place of ministry after completing the program of study? Explain

### **Character**

6. Give your opinion of the applicant's character: general maturity and stability, honesty and reliability, diligence in assignments, willingness to do manual work, moral uprightness, and/or other relevant points.
  
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 with family and close friends (1 Timothy 3:2-5; Titus 1:6).

12. How does the applicant respond to conflicts and solve problems in relationships (Matthew 5:23-24; Ephesians 4:1-3)?

13. Please describe /give examples (if you can) of how the applicant deals in situation of strong disagreement with another person.

14. Please evaluate and give examples of the applicant's gifts and skills in the areas of resolving conflict biblically. If more space is needed, please use the reverse side.

Does the applicant listen well (Prov 18:13,15)?	
Does the applicant communicate Scripture effectively (1 Timothy 3:2; Titus 1:8)?	
Does the applicant exhort/refute others in a gentle spirit (1 Tim 1:8)?	
Does the applicant teach and counsel effectively (2 Tim 2:24-26)?	
Does the applicant make wise decisions (1Tim 3:2)?	

15. Please describe and give examples of those skills listed above in which the applicant may need improvement.

16. Would you recommend this person to someone in need of assistance in resolving conflict biblically? If so, what would be the basis of making that recommendation?

17. Please describe any hesitations you might have about recommending the applicant to assist another person in resolving conflict biblically.

18. 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

19. 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)	_____	_____	_____	_____	_____

20. Please give the name and address of another person who knows the applicant well or very well:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Contact number (email, phone, fax, beeper, etc.) \_\_\_\_\_

21. If there are additional facts that you feel are important for us to know, please write them on the back of this page.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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

ADMISSIONS OFFICE  
 ThM/DMin/PhD in Peace Studies  
 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 Karl Dortzbach (Program Director) at [KDortzbach@igsl.asia](mailto:KDortzbach@igsl.asia) (with a copy to Helen Ramos [HRamos@igsl.asia](mailto:HRamos@igsl.asia))*

*Thank you. Reference forms received after **Dec 15, 2018** may prohibit admission to the program.*