

PASTOR'S REFERENCE FORM

Name of Applicant: _____

Pastor's Name

Congregation Name

Pastor's Address

City, State, ZIP



**Tidings of Peace
Christian School**

Phone Number (_____) _____ Email Address

Your input is important in this decision and will help us evaluate this application. Please answer frankly and to the best of your knowledge. We request your immediate attention, as the applicant will not be considered until all references are received. All information will be kept confidential. Use a separate paper to answer questions if necessary. Thank you for your help!

1. In what ways is this person involved in the life of the church?

2. Describe what you know of the applicant's spiritual life.

3. What obstacles might you see to this person's success as a staff member at TOPCS?

4. Limitations: Listed below are some of the tendencies which may reduce a person's effectiveness and may need to be addressed. Underline any characteristics which you have noted in the applicant.
Impatient, intolerant, argumentative, domineering, sullen, critical
Easily embarrassed, offended, discouraged, depressed, irritated
Frequently worried, anxious, nervous, tense, lacking in humor
Given to exclusive and absorbing friendships
Given to lightness, jesting, shallowness
Self-righteous, knows more than others, thinks his/her opinion is correct
5. Does the applicant come from a Christian home?
6. Is he or she discreet (careful) in conduct with the opposite sex?
Has this person dated? Is this person dating now?
7. Is this person respected in the community?
8. Have you had any occasion to question his or her morals?
9. Does this person uphold the standards of New Testament Christian living? If the answer is yes, is this done out of obligation or personal desire?
10. Is this person open to correction and counsel?
11. We expect parents and pastors to inform us in the event that compliance with a school standard would cause their child or church member to violate a home or a church standard. We expect students to cheerfully uphold the highest standard, whether that of their home, their church, or TOPCS. Do you have any expectations concerning standards that we should be aware of?

12. We feel it is important for students to maintain close ties with their home church. If this person comes to TOPCS, would your congregation make an attempt to maintain communication? Explain.

13. Can you recommend this person to serve at TOPCS? Explain.

14. For each trait listed, underline the one statement which in your judgment best describes the applicant. If unable to respond, write "unknown" beside the trait.

<p style="text-align: center;">COOPERATIVENESS</p> <p>Team worker: leads or follows as situation demands Works well with others Usually co-operative Prefers to work alone Frequently causes friction</p>	<p style="text-align: center;">INDUSTRIOUSNESS</p> <p>Tireless, exceptionally hard worker Does more than the average amount of work A moderately good worker Does just enough work to pass; shirks responsibility Often fails to do required work</p>
<p style="text-align: center;">SOCIAL MANNER</p> <p>Unusually courteous, well-mannered and poised Socially at ease Displays average social facility Lacking in social experience</p>	<p style="text-align: center;">PERSONALITY ATTRACTIVENESS</p> <p>Exceptionally harmonious personality Friendly and pleasing in relationship with others Gets along reasonably well with others At times is unpleasant to live and work with</p>
<p style="text-align: center;">DEPENDABILITY</p> <p>Most dependable Trustworthy; conscientious Usually fulfills obligations Reliability fluctuates Undependable</p>	<p style="text-align: center;">CREATIVITY</p> <p>Highly creative; has original ideas Has workable ideas and applies them well Usually thinks for himself; occasionally leads out in constructive ventures Seldom thinks creatively; usually depends on opinions of others Does not think for himself; follows the crowd</p>
<p style="text-align: center;">INTELLIGENCE</p> <p>Brilliant; exceptional mind Alert; has a good mind Average mental ability Learns and thinks slowly</p>	<p style="text-align: center;">CONFIDENTIALITY</p> <p>Very trustworthy in confidential matters Fair judgment in confidential matters Frequently reveals confidential information to others Has a real problem in this area</p>
<p style="text-align: center;">EFFICIENCY IN DUTIES</p> <p>Has exceptional organizational skills and accuracy Performs duties well with moderate speed and accuracy Slow worker but is accurate Works with speed but with low accuracy Fails to do work with average speed and accuracy</p>	<p style="text-align: center;">EMOTIONAL STABILITY</p> <p>Shows exceptional stability, even under trying circumstances Usually well-controlled; appears at ease in difficult situations Fairly well-balanced Subject to moods of depression or elation Uncontrolled emotions</p>
<p style="text-align: center;">PHYSICAL CONDITION</p> <p>Rugged and vigorous Good health Fairly healthy Somewhat below par Frequently incapacitated</p>	<p style="text-align: center;">FINANCIAL MATTERS</p> <p>Handles finances wisely Lives within income Somewhat extravagant Does not always spend wisely Seems unable to live within income</p>
<p style="text-align: center;">CHRISTIAN EXPERIENCE</p> <p>Profound and contagious Rich and growing Genuine but mild Relatively superficial</p>	<p style="text-align: center;">RESPONSIVENESS (to feelings and needs of others)</p> <p>Responds with unusual insight and consideration Understanding and thoughtful Reasonably responsive Slow to sense how others feel</p>
<p style="text-align: center;">LEADERSHIP</p> <p>An inspiring leader Easily organizes and directs others Occasionally leads in group affairs Seldom gains support from others Would never be asked to lead</p>	<p style="text-align: center;">VIEW OF SELF AND OWN IDEAS</p> <p>Self-righteous, has high opinion of own view Expects others to accept his/her ideas Able to state personal views without expecting others to agree Keeps personal views to himself</p>

Please send form to TOPCS, ATTN: Applications, 329 E Poplar St York PA 17403 and/or austin@tidingsofpeace.org

CHARACTER REFERENCE FORM

Name of Applicant: _____

Name of person filling out this reference

Address

City, State, ZIP

Phone Number (_____) _____ Email Address



Tidings of Peace Christian School

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- 1. I know the applicant extremely well rather well casually
- 2. I have known the applicant for less than 1 year 1-3 years 3-5 years more than 5 years
- 3. My relationship to the applicant is: employer teacher supervisor mentor/disciple friend other:
- 4. Is the applicant emotionally stable? Yes No Explain:
- 5. Does the applicant have any outstanding peculiarities or particular weaknesses?
- 6. Does the applicant have any remarkable talents?

7. Limitations: Below are some of the tendencies that can reduce a person's effectiveness and may need to be addressed. Underline any characteristics that you have noted in the applicant. Please indicate the form and intensity of such behavior on another sheet of paper.

- Impatient, intolerant, argumentative, domineering, sullen, critical
- Easily embarrassed, offended, discouraged, depressed, irritated
- Frequently worried, anxious, nervous, tense, lacking in humor
- Given to exclusive and absorbing friendships
- Given to lightness, jesting, shallowness
- Self-righteous, knows more than others, thinks his/her opinion is correct

- 8. Does the applicant come from a Christian home?
- 9. Is he or she discreet (careful) in conduct with the opposite sex?
 - Has this person dated? Is this person dating now?
- 10. Is this person respected in the community?
- 11. Have you had any occasion to question his or her morals?
- 12. Does this person uphold the standards of New Testament Christian living? If the answer is yes, is this done out of obligation or personal desire?
- 13. Is this person open to correction and counsel?
- 14. I recommend this applicant for service at TOPCS:
 - unreservedly
 - with reservations (please explain)
 - do not recommend (please explain)

15. For each trait listed, underline the one statement which in your judgment best describes the applicant. If unable to respond, write "unknown" beside the trait.

<p style="text-align: center;">COOPERATIVENESS</p> <p>Team worker: leads or follows as situation demands Works well with others Usually co-operative Prefers to work alone Frequently causes friction</p>	<p style="text-align: center;">INDUSTRIOUSNESS</p> <p>Tireless, exceptionally hard worker Does more than the average amount of work A moderately good worker Does just enough work to pass; shirks responsibility Often fails to do required work</p>
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ACADEMIC REFERENCE FORM

Name of Applicant: _____

Name of person filling out this reference

Address

City, State, ZIP

Phone Number (_____) _____ Email Address



Tidings of Peace
Christian School

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3. My relationship to the applicant is: employer teacher supervisor mentor/disciple friend other:
4. Is the applicant emotionally stable? Yes No Explain:
5. Does the applicant have any outstanding peculiarities or particular weaknesses?
6. Does the applicant have any remarkable talents?
7. Describe what you have observed of the applicant's study habits and skills.
8. How well does this person work with others?
9. Does this person exert a positive influence on others? Explain.
10. Limitations: Below are some of the tendencies that can reduce a person's effectiveness and may need to be addressed. Underline any characteristics that you have noted in the applicant. Please indicate the form and intensity of such behavior on another sheet of paper.
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 - Self-righteous, knows more than others, thinks his/her opinion is correct
11. Is (s)he discreet (careful) in conduct with the opposite sex?
Has this person dated? _____ Is this person dating now? _____
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