

Character Reference Form

To the applicant:

This is a confidential letter of reference to ILP. To provide a common perspective, ILP prefers that an ecclesiastical leader complete this reference (i.e. Pastor, Bishop, Priest, Minister, etc.)

If you are not part of a religious congregation, this reference should be completed by a respected leader in your community who leads, supervises, or has authority over young adults, and who knows you well enough to address your character.

Family members may not complete references. References submitted by the applicant will not be accepted.

Submitting this reference constitutes agreement to waive your right to see it after completion.

To the person completing the Character Reference:

- If you do not know the applicant well, please conduct an interview before completing the recommendation.
- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP (see contact information below).
- If you would like to contact us regarding this applicant or your reference, please call and speak with a director.

Reference Information

Name _____ Phone _____

Address _____

Organization _____ Position _____

How long have you known the applicant? _____

1. Compared to other people with whom you have worked in a similar capacity, how would you rate the applicant in the following areas:

Demonstrates leadership skills

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Initiates meaningful ways to contribute

Comments:

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

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Character Reference Form—continued

Maturity (How well does the applicant handle problems, contribute to conflict resolution, respond to constructive criticism, implement feedback, etc.)

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Comments:

Follows rules and instructions and helps others to do the same

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Comments:

Dependability and integrity

bottom 50%	top 50%	top 25%	top 10%	top 5%	No basis for judgement

Comments:

2. **International Language Programs offers an experience that requires maximum individual initiative and good judgement. Teachers will be working with and living near the children they teach, so we want to ensure that applicants conduct themselves with honesty and moral integrity.**

Considering these factors, please comment on whether the applicant is a good fit for our program.

3. **Do you have any concerns about the emotional, spiritual, or physical health of the applicant? If yes, please comment.**

4. **Are you aware of anything in this person's history that would lead you to hesitate recommending them to work directly with children?**