



## **PERSONAL REFERENCE FORM** *(Friend / Work Colleague)*

### **FIT4M Applicant**

Full Name \_\_\_\_\_

### **Personal Reference**

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street, City, Province, Postal Code)

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Connection to Applicant \_\_\_\_\_

**Applicant:** *Please give this form to someone who knows you well personally and ask them to send it back to us directly, marking it "Confidential".*

**Reference:** *The above named applicant has made application with FIT4M, (French Intensive Training for Ministry) in partnership Mission Canada, the national mission agency of The Pentecostal Assemblies of Canada. Your input in the assessment of suitability and required preparation necessary of the applicant prior to entering a missional environment will be invaluable. Be assured that this form is for office usage only and will not be made available to the applicant.*

*We would like to thank you for taking the time to provide us with a candid and thorough reference. Please return this directly to the Quebec and Francophone Canada Coordinator of Mission Canada at [mission.quebec@paoc.org](mailto:mission.quebec@paoc.org) or by surface mail to:*

**Please return completed forms marked "CONFIDENTIAL" to:**

**FIT4M**  
**Attention: Quebec and Francophone Canada Coordinator**  
**Quebec PAOC District Office**  
**839 rue La Salle, Longueuil, QC J4K 3G6**  
**Phone: (514) 617-0554 or (514) 617-0870**  
**Email: [mission.quebec@paoc.org](mailto:mission.quebec@paoc.org)**

## PART 1

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1. How long have you known the applicant, and in what capacity?
2. How well do you know the applicant?
3. What do you consider as the applicant's greatest contribution to his/her community?
4. What specific areas do you think the applicant should improve in order for the applicant to thrive and contribute to a team?
5. Please check five of the relational characteristics that are best describe the applicant.  

<input type="checkbox"/> Congenial	<input type="checkbox"/> Tactful	<input type="checkbox"/> Friendly	<input type="checkbox"/> Conservative	<input type="checkbox"/> Sensitive
<input type="checkbox"/> Indifferent	<input type="checkbox"/> Outgoing	<input type="checkbox"/> Quiet	<input type="checkbox"/> Boisterous	<input type="checkbox"/> Flirtatious
<input type="checkbox"/> Professional	<input type="checkbox"/> Intimate	<input type="checkbox"/> Clique	<input type="checkbox"/> Talkative	<input type="checkbox"/> Inclusive
<input type="checkbox"/> Respectful	<input type="checkbox"/> Insensitive	<input type="checkbox"/> Kind	<input type="checkbox"/> Thoughtful	<input type="checkbox"/> Distant
6. Please check five characteristics that best describe the applicant.  

<input type="checkbox"/> Meek	<input type="checkbox"/> Tardy	<input type="checkbox"/> Teachable	<input type="checkbox"/> Stringent	<input type="checkbox"/> Generous
<input type="checkbox"/> Self-Sacrificial	<input type="checkbox"/> Prideful	<input type="checkbox"/> Independent	<input type="checkbox"/> Humble	<input type="checkbox"/> Peacemaker
<input type="checkbox"/> Longsuffering	<input type="checkbox"/> Thankful	<input type="checkbox"/> Servant	<input type="checkbox"/> Arrogant	<input type="checkbox"/> Spiteful
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Gossip	<input type="checkbox"/> Accommodating	<input type="checkbox"/> Hospitable	<input type="checkbox"/> Confidant
<input type="checkbox"/> Patient	<input type="checkbox"/> Inconsiderate	<input type="checkbox"/> Unaware	<input type="checkbox"/> Egocentric	<input type="checkbox"/> Ethnocentric
7. Please check five leadership/ministry characteristics that best describe the applicant.  

<input type="checkbox"/> Charismatic	<input type="checkbox"/> Independent	<input type="checkbox"/> Concise	<input type="checkbox"/> Teachable	<input type="checkbox"/> Honest
<input type="checkbox"/> Driven	<input type="checkbox"/> Outward focused	<input type="checkbox"/> Hierarchical	<input type="checkbox"/> Articulate	<input type="checkbox"/> Spirit-led
<input type="checkbox"/> Demanding	<input type="checkbox"/> Selfless	<input type="checkbox"/> Devoted	<input type="checkbox"/> Team Player	<input type="checkbox"/> Mentor
<input type="checkbox"/> Strategic	<input type="checkbox"/> Servant	<input type="checkbox"/> Trustworthy	<input type="checkbox"/> Structured	<input type="checkbox"/> Empowers
8. What spiritual/ministry gifts does the applicant exhibit? How do you best see these gifts being used in a cross cultural environment?

**PART 2**

Please take the time to carefully read the descriptions of the following skills and describe the applicant’s abilities, strengths and resilience according to guideline questions provided. We encourage you to be candid and share stories that would concur with your statements.

1. Stress Management: Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, stressful conditions, personal rejection, or hostility.

Question:	<p>Have you observed the applicant when they have experienced interpersonal conflict or personal rejection? Please give an example of a time when you had observed a situation and describe how the applicant coped with these demands.</p> <p>To consider: Did the applicant manage the pressure while directing effort to achieve a positive outcome? Was there expression of dysfunctional or negative feelings or minimal effort given toward productive conflict resolution?</p>
Response:	

2. Communication: Able to maturely express one’s feelings and opinions in spite of disagreement; able to accurately communicate to others regardless of their status or position.

Question:	<p>Sometimes it is important to disagree with others in order to keep a mistake from being made or to bring about positive change. Comment on the applicant’s ability to communicate when they disagree with a leader.</p> <p>To consider: Did the applicant disagree tactfully and in a timely fashion, balancing the need to communicate an opinion/information with respect? Was there avoidance of disagreement or a tactless presentation?</p>
Response:	

3. Time Management and Productivity: Able to organize and schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.

Question:	<p>Give an example of a time when you observed the applicant manage time well and meet demanding production deadlines. What specific skills did you observe that the applicant used to manage the situation?</p> <p>To consider: Did the applicant have a strategy for using time management techniques across a variety of situations? Was work time used primarily for socializing/pleasant activity, with little emphasis on productivity?</p>
Response:	

4. Rapport and Relationships: Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.

Question:	<p>Describe a time when you observed the applicant successfully deal with another person because they had built a trusting and harmonious relationship.</p>
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	To consider: Did the applicant act or decide to reduce control and increase trust based on information about a person? Was there a misuse of trust and/or an automatic distrusting reaction?
Response:	

5. Cultural/Relational Awareness: Able to interpret verbal and non-verbal behaviour; to develop accurate perception and understanding of others' feelings, needs, values and opinions; to be aware of, sensitive to and respectful of personality differences, potential misunderstandings/misinterpretations and conflicts.

Question:	Can you share a story of a time when the applicant had an awareness of cultural/personality differences and responded with understanding?  To consider: Did the applicant use insight and take productive action in light of his/her understanding? Was there a superficial decision about another person, perhaps reflecting stereotypes/trivial insights/overly simple understanding of others? Is there a posture towards understanding the beliefs and ideas of others through asking questions and actively listening to stories of others?
Response:	

6. Commitment to Task: Able to start and persist with specific courses of action while exhibiting high motivation and a sense of urgency; willing to commit to long hours of work and make personal sacrifice in order to reach goals. Completing a specific task or goal may necessitate unusual persistence or dedication to results, especially when faced with obstacles or distractions.

Question:	Describe a time when the applicant was able to be persistent and self-sacrificing in order to reach a goal?  To consider: Did the applicant make an uncompromising commitment to a goal, as shown by long hours of work? Did the applicant sacrifice time/plans/energy for the sake of a work objective, without compromising values or dignity? Was there resistance/low effort to make a personal sacrifice to reach a team objective?
Response:	

7. Spiritual Vitality: Consistently maintains a vital, growing relationship with God that is not dependent on spiritual nourishment from outside sources.

Question:	Does the applicant exhibit maturity and a posture of deepening faith through all seasons?  To consider: Does the applicant have the ability to feed themselves spiritually from various sources. Is there evidence of the fruits of the Spirit in their life? Is there an exercising of gifts and talents to serve others?
Response:	

Date of Completion: \_\_\_\_\_

Thank you for your time and your assistance in helping us assess the compatibility of the applicant with the FIT4M Program. A FIT4M Administrator may call you for a follow-up to this reference form within the next few weeks.