



Professional Recommendation Form

Dear _____ :

_____(Applicant)_____ has requested consideration for an appointment at the Christian Academy of Guatemala, a missionary school in Guatemala City, Guatemala. The applicant has referred you to us for information concerning the applicant's character and fitness for missionary service.

As we must exercise great care in the selection of candidates for missionary work, we would appreciate your answering the following questions. Use a separate sheet as necessary.:

- 1) How long and how recently have you known the applicant?
- 2) In what relationship have you known the applicant?
- 3) State any unusual circumstances or conditions in the applicant's family
- 4) Does the applicant show wise discretion in conduct toward the opposite sex?
- 5) Is the applicant's health sufficient, to the best of your knowledge, for work at higher altitudes?
- 6) Do you believe the applicant will make a good addition to our staff, and maintain a good attitude under continued and sometimes severe strain?
- 7) Does the applicant have any particular strength or weaknesses that will affect his/her job performance
- 8) Does the applicant accept corrective suggestions well?
- 9) Does the applicant work well with others?
- 10) Does the applicant demonstrate a sincere attitude towards his/her work through adequate preparation, time commitment, work habits, etc?
- 11) Did you enjoy working with this person?

PLEASE GIVE SPECIAL ATTENTION TO THE FOLLOWING DISCUSS ALL YES ANSWERS ON ADDITIONAL PAPER

Is there any indication that the candidate's decision to enter this service has been significantly influenced by:

- | | | | |
|--|------------------------------|-----------------------------------|-----------------------------|
| 12) a desire for travel, adventure, or cultural development? | <input type="checkbox"/> yes | <input type="checkbox"/> somewhat | <input type="checkbox"/> no |
| 13) a desire to exercise power or control over less privileged people? | <input type="checkbox"/> yes | <input type="checkbox"/> somewhat | <input type="checkbox"/> no |
| 14) a desire to escape a difficult personal, family or vocational situation? | <input type="checkbox"/> yes | <input type="checkbox"/> somewhat | <input type="checkbox"/> no |



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The following list of personal qualities is designed to help us better understand the applicant from your point of view. Circle the number that indicates where the applicant ranks in your estimation. If you have had no opportunity to evaluate certain qualities, leave the block blank. **One represents a very low rating and ten represents a very high rating.**

<p>15) APPEARANCE: Dresses appropriately. The applicant does not wear revealing clothing and is neat and well-groomed.</p> <p>1 2 3 4 5 6 7 8 9 10</p>	<p>21) CHRISTIAN LIFE: Is responsible for his/her own personal convictions. Has maintained a good Christian witness in front of co-workers.</p> <p>1 2 3 4 5 6 7 8 9 10</p>
<p>16) COOPERATION: Works well with others. Is willing to participate in group encounters and bears his/her part of the responsibility in group activities.</p> <p>1 2 3 4 5 6 7 8 9 10</p>	<p>22) EMOTIONAL STABILITY: Is not given to depression or easily moved to anger. Shows good self-control.</p> <p>1 2 3 4 5 6 7 8 9 10</p>
<p>17) LIFE OUTLOOK: Is optimistic, but has a quality of realism. The applicant does not tend toward pessimism, and can adequately handle personal problems.</p> <p>1 2 3 4 5 6 7 8 9 10</p>	<p>23) RELIABILITY: Is honest and trustworthy, fulfills personal obligations without pressure, completes responsibility without prodding.</p> <p>1 2 3 4 5 6 7 8 9 10</p>
<p>18) SOCIAL ATTITUDE: Is well-liked by others and has acceptable social relationships with members of both sexes. Appears poised and at ease with people of all ages.</p> <p>1 2 3 4 5 6 7 8 9 10</p>	<p>24) PHYSICAL CONDITIONS: Is not extremely overweight and has good physical stamina. Is able to maintain an active normal life with no abnormal illnesses observed.</p> <p>1 2 3 4 5 6 7 8 9 10</p>
<p>19) ADAPTABILITY: Is able to cope with change and is not rigid in outlook. Is understanding of others even when not in full agreement with them.</p> <p>1 2 3 4 5 6 7 8 9 10</p>	<p>25) FINANCIAL HABITS: Pays bills and meets financial obligations on time, is careful not to overspend and lives within budget limitations:</p> <p>1 2 3 4 5 6 7 8 9 10</p>
<p>20) MENTAL ABILITIES: Is an alert, responsive person. Creatively meets new challenges and opportunities.</p> <p>1 2 3 4 5 6 7 8 9 10</p>	<p>26) LEADERSHIP: Is a capable leader, but also has respect for the leadership of others. Displays a good ability to lead others.</p> <p>1 2 3 4 5 6 7 8 9 10</p>

27) **SUMMARY:** How do you rate the applicant's promise for missionary service in his/her field? Check one:

- Exceptional
 Superior
 Good
 Average
 Below Average
 Should not go

Signature/Name

Date

E-mail Address

Phone

Please return this application to: cagrecruit@christacadguate.org