

Faculty/Colleague Reference Form



NORTH PARK
THEOLOGICAL SEMINARY

Applicant's name _____

Applicant's address, phone number, and email _____

Program applicant is applying for _____

Note to applicant: You must indicate your preference and sign the reference waiver located on the back of this form for it to be processed.

In seeking admission into North Park Theological Seminary, the above applicant is required to have this form filled out and returned to the Admissions Office at the Seminary. We seek individuals who are qualified to pursue theological studies and who have the potential to serve effectively in the ministry they choose; we would appreciate a frank evaluation of this applicant. If you feel that this form is not adequate for your remarks, please feel free to provide your response in a separate document. **It is recommended that you not be part of the church recommendation committee if you submit this form. If you do participate in that process, there must be at least two other individuals on committee as well.**

CONFIDENTIALITY: Federal law gives students the option to waive their right to see specific letters of recommendation. If the applicant has not signed the waiver on the reverse side of this form, it will be assumed that you are submitting information with the full knowledge that it may be seen by the applicant if he or she is accepted and enrolls at North Park.

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? _____

3. What is your occupation? _____

4. Please evaluate the applicant in the following areas: (Circle only one number for each item using the following scale:

1 – Excellent, 2 – Very Good, 3 – Average, 4 – Poor, N – Not Observed)

Christian faith and commitment	1	2	3	4	N
Moral character	1	2	3	4	N
Leadership	1	2	3	4	N
Personal maturity	1	2	3	4	N
Spiritual maturity	1	2	3	4	N
Ability to work with others	1	2	3	4	N
Reliability	1	2	3	4	N
Emotional stability	1	2	3	4	N
Interpersonal relationships	1	2	3	4	N
Judgment	1	2	3	4	N
Communication skills (written)	1	2	3	4	N
Communication skills (oral)	1	2	3	4	N
Organizational skills	1	2	3	4	N
Flexibility in work related situations	1	2	3	4	N
Ability to analyze a problem and formulate a solution	1	2	3	4	N

5. What do you consider as the applicant's most important gifts, strengths, or personal characteristics? _____

6. In your opinion, what are the applicant's areas for growth and improvement? _____

7. Please comment upon the applicant's potential future success managing people and organizations? _____

8. Do you recommend this person for admission to North Park Theological Seminary? _____

☐ Highly recommend ☐ Recommend ☐ Recommend with reservations ☐ Do not recommend

Signature *Date*

Print name *Phone Number*

**Please email form to semadmissions@northpark.edu OR
mail to: North Park Theological Seminary Admissions, Box 14, 3225 West Foster Avenue, Chicago, Illinois 60625-9972.**

Be sure to retain a copy for yourself.

Reference Waiver

The Family Education and Privacy Act of 1974 provides the applicant the right of access to information provided by their references after the application has been accepted and the applicant has enrolled at North Park Theological Seminary. The law also allows the applicant the privilege to waive the right of access, an action which may enhance the integrity of recommendations and references. No school, however, can require an applicant to sign such a waiver, nor can it discriminate in any way against any applicant who does not waive his or her right to access.

Please check one:

☐ I waive my right of access

☐ I do not waive my right to review this form

Signature *Date*