

# Academic/Professional Reference Form Doctor of Ministry



## Instructions to the Applicant

Please complete the following before distributing the form.

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

**NOTE:** The following references are not acceptable:

- References from neighbors, friends, relatives, personal therapists, or employees who report directly to the applicant
- References from those who have known the applicant less than 1 year

TO THE APPLICANT: I understand this evaluation is to be received and maintained in confidence by North Park Theological Seminary for admission and consideration for graduate status. 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.

I agree to waive access to this reference evaluation.       I do not agree to waive access to this reference evaluation.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Instructions to the Recommender

The applicant named above has applied for admission to North Park Theological Seminary and has requested that you provide a reference. We would be grateful if you would give your frank evaluation of the applicant by responding to the following questions.

North Park Theological Seminary is a professional graduate school which strives to prepare men and women for various forms of Christian ministry. Each applicant is evaluated using several criteria, including Christian experience, personal character, academic record and potential, ministerial promise, and references.

Please note above whether the applicant has agreed, or has not agreed, to waive access to your reference evaluation.

Please email form to [semadmissions@northpark.edu](mailto:semadmissions@northpark.edu) or mail to: North Park Theological Seminary Admissions, Box 14, 3225 West Foster Avenue, Chicago, IL 60625. Be sure to retain a copy for yourself. If mailing this form, please be sure to sign and seal the flap of the envelope.

## To Be Completed by the Recommender

### Relationship to the Applicant

How long have you known the applicant? (Years, months) \_\_\_\_\_

How well do you know the applicant?    Casually       Well       Very Well

Check the context(s) in which you know the applicant:

- As a member/attender of my church where I am in leadership
- As a colleague in ministry leadership
- As an employee under my supervision
- As a student in  one or  more than one college or graduate school course
- Other (please specify) \_\_\_\_\_

### Assessment of Applicant's Abilities

How would you rate this individual compared to others who have applied to graduate school?

Top 10%       Top 20%       Top 30%       Top 40%       Top 50%       Below 50%       Can't assess

Is the applicant's scholastic record, as you know it, an accurate reflection of the quality and range of his/her skills and competencies?

Yes       No      If you choose "No," please attach an explanatory statement.

Please check the following descriptions that apply to the candidate:

	<i>Below average</i>		<i>Average</i>		<i>Above average</i>	<i>Unknown</i>
Social appropriateness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Articulateness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative instinct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parachurch involvement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Personal Evaluation of the Applicant

*(Attach additional pages if necessary.)*

The special assets this applicant has for graduate study and the ministry are:

If this candidate is admitted to North Park, his/her chief need for personal development or improvement will be:

Additional comments:

### Recommendation

*(Must be completed by the recommender)*

Please check one of the following:

- Recommend with enthusiasm for admission       Recommend for admission  
 Recommend, but with reservation                       Do not recommend for admission

Name of recommender (please print or type) \_\_\_\_\_

Position or job title \_\_\_\_\_

Name of church, organization, business, or institution \_\_\_\_\_

Address \_\_\_\_\_

Office phone \_\_\_\_\_ Home/Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

*Signature*

*Date*

Please check if you are a  North Park faculty member       North Park alum (Degree and year of graduation: \_\_\_\_\_)