



Grand Rapids
THEOLOGICAL SEMINARY

PERSONAL REFERENCE

_____ has applied for admission to Grand Rapids Theological Seminary and has given your name as a reference. Serious consideration is given to this recommendation, and therefore we request that you complete the form carefully and candidly, and return it directly to **Grand Rapids Theological Seminary, Admissions Office, 1001 E. Beltline NE, Grand Rapids, MI 49525.**

APPLICANT

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Grand Rapids Theological Seminary have access to their admission records, including letters of recommendation. However, students may waive their right to see letters of recommendation whereupon such letters will be held in confidence. If the applicant has not signed a waiver, it is assumed that this letter is submitted with the recommender's understanding that the applicant, once registered at Grand Rapids Theological Seminary, may request to see the letter. The alternative selected below by the applicant will not affect consideration of the application for admission.

- As applicant, I retain my right of access to this recommendation. As applicant, I waive my right of access to this recommendation.

Applicant Signature _____

Date _____

REFERENCE

1. State briefly your relationship to the applicant. _____

2. How long have you known him/her? _____

3. Rating: Please check (✓) on the line the phrase which best describes the applicant:

Teachability

Repeated instructions necessary	Slow but retains well	Learns readily	Excellent
---------------------------------	-----------------------	----------------	-----------

Dependability

Not dependable	Has to be watched	Usually reliable	Thoroughly dependable
----------------	-------------------	------------------	-----------------------

Judgment

Unable to make decisions	Makes snap judgments	Uses good common sense	Has superior judgment
--------------------------	----------------------	------------------------	-----------------------

Initiative

Needs constant supervision	Relies somewhat upon others	Able to carry through assignments	Self starter, resourceful
----------------------------	-----------------------------	-----------------------------------	---------------------------

Accuracy

Too many errors	Somewhat inaccurate	Satisfactory	High degree of accuracy
-----------------	---------------------	--------------	-------------------------

Quality of Work

Careless	Acceptable but needs improvement	Entirely satisfactory	Outstanding quality
----------	----------------------------------	-----------------------	---------------------

Quantity of Work

Poor	Acceptable but needs improvement	Good producer	Exceptional
------	----------------------------------	---------------	-------------

Attitude toward work

Uninterested	Matter-of-fact	Industrious	Enthusiastically interested
--------------	----------------	-------------	-----------------------------

Attitude toward peers

Reluctant to cooperate	Makes little contribution	Gets along well with others	Fullest possible contribution
------------------------	---------------------------	-----------------------------	-------------------------------

Attitude toward Superiors

Difficult to handle	Unresponsive	Cooperative	Extremely helpful
---------------------	--------------	-------------	-------------------

4. Have you found the applicant consistently honest? _____
 If not, please comment: _____

Remarks: _____

Printed Name _____

Signature _____ Date _____

Company or School _____ Position/Title _____

Address _____

E-mail _____ Phone _____



1001 E BELTLINE AVE NE | GRAND RAPIDS MI 49525-5897
 (616) 222-1422 | toll free (800) 697-1133 | fax (616) 254-1623
 cornerstone.edu/academics/maml | grts@cornerstone.edu