



Admissions Office
 820 N. LaSalle Blvd. · Chicago, IL 60610
 (800) 588-8344 · moody.edu/distancelearning

Confidential: Employer Reference Form

This portion is to be completed by the applicant:

Name of Applicant _____

Name of Referent _____

The purpose for which this confidential reference form is being obtained is admissions to The Moody Bible Institute of Chicago ("Moody Bible Institute"). It will be received and maintained in confidence. If you are admitted and enrolled, and if Moody Bible Institute retains this confidential reference form, you may inspect this reference form and any attachments pursuant to The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), unless you have voluntarily waived this right by signing the following statement: WAIVER OF RIGHT TO ACCESS: I, the undersigned, hereby expressly and voluntarily waive any and all access rights I might have to this confidential reference form under The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), any state law, or any other laws, regulations, or policies. I understand that the observations made shall remain confidential between the writer and the Moody Bible Institute. I acknowledge and represent that I am over the age of 18, have carefully read and understand this Waiver of Right to Access, and I have signed it knowingly and voluntarily.

Signature of Applicant _____ Date _____

Parent or Guardian Signature (if under 18) _____ Date _____

(The signing of this waiver is voluntary. It is not required as a condition for admission.)

INSTRUCTIONS TO THE REFERENT: Thank you for taking the time to fill out this application. We realize your time is valuable and we appreciate your willingness to help us. The clearer and more factual you can be enables us to serve the applicant in the best way possible. The person named above is applying for admission to Moody Bible Institute, a Christian institution whose purpose is to train persons for vocations in full-time ministry. Please be frank, fair, and accurate in your remarks and estimation. Please note the FERPA provisory as shown above. Although the applicant may voluntarily waive the right to review this reference, it is hoped that a spirit of openness and candor will exist between the applicant and the referent regarding this reference. After completing this form, please email it to apply@moody.edu or mail in the envelope provided by the student.

1. How long have you known the applicant? _____ years _____ months

In what capacity? _____

2. Please describe the applicant's home life. _____

3. Please give what information you can regarding the applicant's spiritual, social, and business life. _____

4. Does the applicant respond well to authority? _____

5. Does the applicant work well with others? _____

6. What are the applicant's significant talents or special abilities? _____

Please explain: _____

7. Do you sense in the applicant a desire to pursue full-time Christian ministry? Yes No Unsure

Please explain: _____

8. Have you noted any particular personality weaknesses? Yes No

Please explain: _____

9. Have you noted any physical weaknesses or emotional problems that would hinder the applicant in an intensive academic environment?

Yes No If yes, please explain: _____

10. Are you aware of any criminal or social problems? Yes No

If yes, please explain: _____

11. Do you have any reservations in recommending this person? Yes No

If yes, please explain: _____

Choose the traits that best describe the applicant. (Please circle **only one** for each trait.)

PERSONALITY TRAITS

1. Spiritual life	No interest in spiritual growth	Small evidence of spiritual growth	Average	Shows growth and separated living	Consistent: mature
2. Purposefulness	Aimless; no evident goals	Vacillating in purpose	Average	Self-directed	Strives to realize well-formed goals
3. Teachable	Rigid, argumentative	Highly opinionated	Open minded	Willing to receive instruction	Eager to receive instruction
4. Teamwork (ability to work with others)	Frequently causes friction	Prefers to work alone	Usually cooperative	Able to work with those of different personality or temperament	Most effective in teamwork
5. Perseverance (in completing tasks)	Gives up easily or is easily discouraged	Needs encouragement to persevere	Performs assigned tasks	Persists in most circumstances	Persists even under adversity
6. Responsiveness (to the feelings and needs of others)	Indifferent to how others feel	Slow to sense how others feel	Reasonably responsive	Understanding and thoughtful	Responds with unusual insight and consideration
7. Leadership (ability to inspire others and maintain their confidence)	Makes no effort to lead	Tries, but lacks ability	Has some leadership promise	Good leadership ability	Unusual ability to lead
8. Emotional Adjustment	Downhearted, blue, depressed	Tense, fearful, worried	Easily angered, easily frustrated	Maintains balance, self-controlled	Emotionally healthy, secure, self-confident
9. Achievement (ability to formulate, execute, and carry plans to conclusion)	Does only what is assigned	Starts but does not finish	Meets average expectations	Resourceful and effective	Superior creative ability
10. Personal appearance (hygiene)	Very careless	Needs much improvement	Could improve a little	Takes good care of self	Well-groomed

Would you recommend that we accept this applicant? No Questionable Yes Strongly so

Please add any further comments you wish about the applicant's spirituality, cooperativeness, tactfulness, good judgment, and honesty. If you can compare the applicant with others who have attended the school or who are applying for admission, we would welcome such a comparison. Attach another document if necessary.

Name (please print) _____

Signature _____ Date _____

Address _____ City _____ State _____ ZIP code _____

Country _____ Phone (____) _____ Email Address _____

Did you attend MBI? Yes No If yes, when? _____

Please email this form to apply@moody.edu.