

## PASTOR'S RECOMMENDATION

### TO THE APPLICANT

Please complete and sign the top portion of this page. Have your pastor fill out the remaining portion and mail it directly to CCM at the address listed below.

Mr.  Mrs.  Miss  Ms.  Rev. Soc. Sec. No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

I desire to start at CCM in: \_\_\_\_\_ (mos./yr.)

I am applying for a position in the area of:

Administration  Aide  Cafeteria  Guidance counselor  Maintenance

Receptionist/Secretarial  Teacher  Summer employee  Other

(Please list: \_\_\_\_\_)

If your parent or other relative is your pastor, please refer this form to an assistant or lay leader in your church. If a person other than your pastor (or an assistant) completes this form, an explanation should be provided.

I understand that this confidential statement is being submitted directly to CCM with the understanding that its contents will not be shared with me. I hereby waive my right to see the confidential statement submitted on this form.

Applicant's Signature \_\_\_\_\_

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-- **TO THE PASTOR**

Please print or type. Please complete and return this form directly to Covenant Christian Ministries.

Each applicant must submit a recommendation. Serious consideration will be given to your comments; therefore, we ask that you complete the form carefully.

1. How long have you know the applicant? \_\_\_\_\_

2. How well do you know him/her?

☐ By name/sight

↑ Fairly well/numerous personal contacts

☐ Casually - few personal contacts

↑ Very close personal relationship

3. To your knowledge, has the applicant made a meaningful personal commitment to Jesus Christ?

↑ Yes

↑ No

↑ I do not know.

Comments:

\_\_\_\_\_

\_\_\_\_\_

4. Please indicate applicant's level of involvement in church activities.

↑ Attends irregularly/shows little interest

↑ Cooperative/usually willing to help

↑ Seldom participates although attends regularly

↑ Enthusiastic/deeply involved

*How do you rate this person in the following areas?*

RETURN TO:

COVENANT CHRISTIAN MINISTRIES

Attn.: Personnel Office

P. O. Box 4065 \* Marietta, GA 30061

Telephone: (770) 919-0022

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Fax: (770) 919-2098

## PASTOR'S RECOMMENDATION

Please mark the box with a $\checkmark$ or $x$	Excellent	Above average	Average	Below Average	No chance to observe
Reliability      dependability, responsibility					
Maturity to cope with life situations					
Emotional stability      poise, mood stability					
Christian commitment      genuineness and depth of commitment					
Judgment      ability to analyze a problem					
Oral expression      clarity, coherence					
Interpersonal relations      cooperation, attitudes toward supervision					
Empathy others      sensitivity to the needs of					
Leadership      competence, self-confidence					
Personal appearance      cleanliness, grooming					
Work habits      perseverance, resourcefulness, initiative					
Integrity      rapport, reaction to stress, honesty, moral character					

5. To your knowledge, does the applicant smoke, drink, or use illegal drugs?       Yes     No

6. Does the applicant have personality traits that impair his/her relationship with others?     Yes     No

7. Please share any other information you may have about the applicant that would help us in our evaluation.

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8. On the basis of the above, the applicant is:

Strongly recommended     Recommended     Recommended with some reservation     Not recommended

Pastor's Name: (Print or type) \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Name of church and denomination: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

**RETURN TO:**

**COVENANT CHRISTIAN MINISTRIES**  
 Attn.: Personnel Office  
 P. O. Box 4065 \* Marietta, GA 30061  
 Telephone: (770) 919-0022      \*      Fax: (770) 919-2098