

**The ACPE Program**

**REFERENCE FORM**

<p><b>Applicant's Information:</b> <i>(Please type or print)</i></p> <p>Name Address</p> <p>Phone E-mail</p> <p><b>Application For:</b></p> <p><input type="checkbox"/> Summer Unit for seminarians (Full-time)</p> <p><input type="checkbox"/> Part-Time Unit for working clergy (Part-Time)</p>	<p><b>Reference Giver's Information:</b></p> <p>Name Address</p> <p>Relation to Applicant</p> <p>Position</p> <p>Phone</p> <p>E-mail</p>
<p><b>Do you recommend this person:</b></p> <p><input type="checkbox"/> Yes, without hesitation</p> <p><input type="checkbox"/> Yes, with hesitation or concerns</p> <p><input type="checkbox"/> No, I do not recommend this person</p>	

**Dear Reference Provider, We ask that you respond as candidly as possible. If you are recommending the person with or without hesitation: this information will help us to evaluate the learning needs of the student in order to be as helpful as possible to him/her in the educational process. Thank you.**

1. How long have you known the candidate, and in what capacity?

2. How would you describe the candidate in the following areas according to your experience of him/her? *(Please be as specific as possible, use examples)*

a. in his/her potential for pastoral effectiveness?

b. in his/her personal commitment to learning?

c. in his/her maturity of faith and depth of spiritual development?

3. In your experience, how does this person respond to others who are experiencing times of difficulty or challenge?

4. Please evaluate the candidate on:

	Very strong	Strong	Average	Needs Work	What strengths does she/he need to develop in this area?
Intellectual ability/ General knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Common Sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emotional Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to listen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to problem solve under stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to handle conflict and stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Comment on the applicant's demonstrated motivation, attitude, and readiness for an intensive experiential learning program.

6. What advice would you give this person at this point in his/her education/career that you feel would be most helpful or needed?

7. If you were hospitalized or in a personal crisis, how would you feel about a pastoral visit from this applicant?

8. This is a multi-faith program in which the applicant will learn together with students and serve patients from a variety of faith traditions: How would you describe the applicant's knowledge and respect for other faiths and traditions as well as his/her sensitivity to cultural diversity?

9. What else should we know about this person that will help us understand and work with him/her better to be most helpful?

**Signature**

**Date**

**Please return your reference directly to:  
The Jewish Theological Seminary  
Center for Pastoral Education  
3080 Broadway, Brush 507  
New York, NY, 10027**

**Or scan/e-mail it to [utsteyer@jtsa.edu](mailto:utsteyer@jtsa.edu) or [myspringer@jtsa.edu](mailto:myspringer@jtsa.edu)**

**\*\*\*\*\*This reference will be kept strictly confidential.\*\*\*\*\***