

The Courtyard – Relevance

In seeking admission to the *Courtyard*, the above applicant has been asked to have this form completed by a leader in ministry.

**Confidentiality**

The Federal Law gives students the option of waiving their right to see specific letters of recommendation. If the student has not signed the waiver at the bottom of this form, it will be assumed you are submitting information with the full knowledge that the applicant may see it if he/she is accepted to the Courtyard.

Reference Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Please describe the type of relationship you have with the applicant and how long you have known him/her. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please evaluate the applicant in the following areas by checking the appropriate response:

***Excellent Very Good Average Poor Not Observed***

Christian faith and commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate	<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"/>
Spiritual maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How would you summarize this person's strengths? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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How would you summarize this person's weaknesses? \_\_\_\_\_

\_\_\_\_\_

Would you be comfortable with this person as a leader in your church? Yes or No, please explain. \_\_\_\_\_

\_\_\_\_\_

I: highly recommend , recommend , recommend with reservations , do not recommend  this person to the Courtyard.

Reference Signature: \_\_\_\_\_

Reference Ministry: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Phone: \_\_\_\_\_

Reference E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant**

The Family Education and Privacy Act of 1974 provides applicants the right of access to information provided by their references after the applicants have been accepted by the Courtyard. This law also allows applicants the privilege to waive this right of access, an action that may protect 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 an applicant who does not waive his or her access.

Applicant, please check one:

I waive my right to review this form  I do not waive my right to review this form

Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please mail reference to us at:**

Relevance  
Courtyard New Applicant  
3440 NW Covey Run  
Corvallis, OR 97330