



mst

Melbourne School of Theology

Reference Form

Work

Melbourne School of Theology exists to equip God's people with **transformational theology, biblical depth** and a **missional heart**, to effectively communicate the Gospel of Christ to a diverse and changing world.

## NOTE TO THE EMPLOYER

The applicant has consented to Melbourne School of Theology gathering and holding this confidential reference in his/her application approval process and for the purpose of pastoral and vocational guidance. For clarification purposes, we may follow up this reference with a phone call. All information received will be regarded as strictly confidential. Please reply within a week as no action can be taken on the application until we hear from you. We shall be glad if you will kindly reply to the following questions as fully as you are able.

When returning this reference, it should not be returned to the applicant, but rather addressed to the Enrolments Office at Melbourne School of Theology. Instructions and details on the modes of delivery can be found at the bottom of this reference.

## REFEREE DETAILS

Referee's name:

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Workplace:

Workplace title:

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Phone:

Email:

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Applicant's name:

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## YOUR CONNECTION TO THE APPLICANT

How long have you known the applicant?

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In what capacity have you known the applicant (colleague, supervisor, etc.)?

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## WORK HISTORY

Length of time employed by you:

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Absence/sickness record:

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Performance – please comment on the following:

(a) Attitude and application to the job:

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(b) Initiative and sense of responsibility:

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(c) Reliability and honesty:

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Relationships – please comment on the applicant’s relationships with:

(a) His/Her colleagues

(b) His/Her employers/managers

Can you comment on the applicant’s potential? Has it been fulfilled in the present employment, or do you detect unfulfilled potential which you could specify?

Would you re-employ the applicant? If not, why not?

### SUITABILITY TO STUDY

Please comment on any strength the applicant would bring to this program:

Please comment on any areas the applicant will need to develop:

### FINAL REMARKS

Do you have any further comments?

SIGNED:

DATE:

## SENDING THE REFERENCE

Thank you for taking the time to complete this reference form. Please scan and email this reference form to the Enrolment Coordinator: [enrolments@mst.edu.au](mailto:enrolments@mst.edu.au), fax through to **61 (03) 9800 0121**, or mailed to: Enrolment Office, Melbourne School of Theology, PO Box 6257, Vermont South, Victoria 3133.

If you have any questions or wish to speak to a college representative regarding the applicant's suitability to study at Melbourne School of Theology, please feel free to contact the Enrolment Coordinator to discuss your concerns on **03 9881 7839**.



MST is an affiliated college of the Australian College of Theology

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