

**HARTFORD CITY MISSION
2012 SUMMER INTERNSHIP REFERENCE**

Applicant's Name: _____ Reference's Name: _____

This is a confidential reference form for an applicant to Hartford City Mission's 2012 Summer Internship Program. HCM serves our neighbors in Hartford's Northend through a variety of programs, focused mostly on children and youth, based out of "The Vine," our home at 280 Vine Street. Interns assist HCM staff members with running our children's day camp and teen outreach programs. HCM also invests in interns through opportunities for growth and development in the interns' spiritual lives and their understanding of God's work among and concern for the marginalized of our society.

This reference must be received by **Monday January 16, 2012** for consideration.

Please complete all items thoroughly and honestly and mail this form to:

**Hartford City Mission
Summer Internship Program
P.O. Box 320397, Hartford CT 06132**

Or please fax to 860-216-2152.

Many questions have more to do with placement and preparing well for the summer than with acceptance. If you have any questions, please contact the internship director, Amy Jarvis, by phone (860.246.0132) or email (AmyJ@HartfordCityMission.org).

1) How long, and in what capacity, have you known the applicant?

2) In what ways have you observed the applicant exhibiting leadership and service?

3) In what ways, if any, have you observed the applicant working with elementary school aged children? What particular strengths did they bring to this role?

4) In what ways, if any, have you observed the applicant serving in inner-city or cross-cultural situations? What particular strengths did she/he bring?

5) To what extent would you consider the applicant grounded in his/her Christian beliefs and knowledge of the Bible?

6) What spiritual gifts and ministry skills have you seen in the applicant, either developed or undeveloped?

7) What areas of need for growth do you perceive in the applicant?

8) Why do you think the applicant desires to intern with Hartford City Mission?

9) Would you be willing to follow up with the applicant after he/she returns from the summer?

10) Any additional comments that would be helpful to us in our evaluation:

Please rate the applicant in the following areas by checking the appropriate column. If you do not know of his/her particular skill/gift level, please check "not applicable".

Skill/Gift	Not Applicable	Not a skill area of applicant	Fair	Good	Very Strong
Leadership					
Presenting or Teaching					
Verbal/Interpersonal Communication					
Written Communication					
Organizing and Planning					
Administration					
Discipling Others					
Multi-tasking					
Vocal/Instrumental Music					
Working with a Team					
Working Independently					
Working within Tight Timeframes					
Planning and Leading Games					

Thank you for your time in filling out this reference.

Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____