



# RECOMMENDATION FORM 推薦信

## Section 1: To be completed by applicant 由申請人填寫

Name of Applicant 申請人姓名: \_\_\_\_\_

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380, Buckley Amendment) gives students the right to inspect their educational records. This right extends to letters of recommendation except that a student may waive his right to see specific confidential statements and letters of recommendation, an action which may enhance 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 any applicant who does not waive his or her right to access. In the belief that applicants and the persons from whom they request evaluations may wish to preserve the confidentiality of those evaluations, we are giving you an opportunity to sign one of the following statements.

1974 年的「家庭教育權利和隱私權法」賦予學生查閱其學校記錄的權利，但學生也可以放棄查看保密檔和推薦信的權利，這一行動可能會增強推薦信的完整性。但是，任何學校都不能要求申請人簽署此類棄權書，也不得以任何方式歧視任何不放棄其查閱權的申請人。有鑒於申請人或推薦人可能希望保守評審的秘密，我們為你提供一個表達意願的機會。

I waive the right to examine this form. 我保留查閱此推薦信的權利  I reserve the right to examine this form. 我放棄查閱此推薦信的權利

Applicant's Signature 申請人簽名: \_\_\_\_\_ Date 日期: \_\_\_\_\_

## Section 2: To be completed by recommender 由推薦人填寫

NOTE: The above mentioned person has applied for admission to California International Theological Seminary (CITS). We are interested in your recommendations as one who knows the applicant well. Your response and utmost frankness to the following questions will be greatly appreciated. 致推薦人：上述申請人已申請入讀加州國際神學院，請您用英文對以下問題作出真實客觀的回答。

Name of Recommender 姓名	Position 職務	Phone Number 聯絡電話	Email			
Church Name 教會名稱		Address 地址				
In what capacity have you known the applicant? 您與申請人的關係		How long have you known the applicant? 您認識申請人有多久了？				
How Well? 您對申請人的熟悉程度						
<input type="checkbox"/> By name and sight only 僅知姓名 <input type="checkbox"/> Casually 稍微認識 <input type="checkbox"/> A number of personal contacts 個人接觸 <input type="checkbox"/> A close relationship 關係密切						
In view of your knowledge of the applicant, how do you assess his/her abilities and character in the following categories as compared to his/her peers? 請根據你對申請人的認識，在下面所列出的各項中，評估申請人在能力和品格方面與其同齡人的比較。						
		Excellent 優秀	Good 良好	Average 一般	Weak 弱	Not Sure 不確定
屬靈成熟度	Spiritual Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
自律	Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
自信	Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
創意	Creativity and Imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
分析能力	Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
主動與進取	Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
學習能力	Learning Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
情緒穩定度	Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
責任感	Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
可信賴度	Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
個人儀態	Personal Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
領導能力	Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
團隊精神	Teamwork Spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
人際關係	Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
服從權柄	Submission to Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
工作效率	Efficiency of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
合作能力	Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

抗壓力	Ability to Work under Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
口語表達能力	Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
文字表達能力	Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
教會參與	Church Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
事工參與	Christian Organization Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you know of any physical, mental, or emotional problems which might hinder effective work in Christian ministry? If yes, please elaborate. 您知道申請人是否有任何生理、心理或情感上的問題可能會阻礙基督徒事工的有效工作？如果是，請詳細說明。  Yes 是  No 否

If there is an opportunity, will you hire the applicant as your ministry staff or your team member? 假如有機會，您會聘請申請人成為您教會的教牧同工，或是與他一起同工或同事嗎？  Yes 是  No 否  Uncertain 不確定

How do you perceive the attitude of the applicant's spouse toward Christian services? 就你所知申請人的配偶對基督徒事工的態度如何？  
 Very positive 非常積極  Positive, with reservation 積極但有所保留  Neutral 平平  Negative 消極  Not applicable 不適用此評價

Please describe the character, spiritual maturity, personality, social skills, strengths and weaknesses of the applicant.  
請描述申請人的品格、靈命、個性、人際關係和個人的優缺點。

Do you recommend this applicant for ministry training at CITS? 你推薦申請人在加州國際神學院接受事奉的培訓嗎？  
 Highly recommend 極力推薦  Recommend 推薦  Recommend with reservations 推薦但有所保留  Do not recommend 不推薦

Signature of Pastor/Church Leader 推薦人簽名：\_\_\_\_\_ Date 日期：\_\_\_\_\_

The information that you are providing is an important part of the application process, and your time and thoughtfulness are greatly appreciated. Thank you for taking the time to give your honest evaluation of this applicant.

您提供的信息對上述申請人來說是申請過程的一個重要部分，非常感謝您抽出寶貴的時間來對申請人作出誠實的評價。

Instructions: This form should be completed by a pastoral or ecclesiastical reference (a pastor from the applicant's local church or campus ministry who is not a family member), and returned to applicant in a sealed envelop with signature across seal. The applicant will include this form with his/her completed application. An application will not be complete until this form is received on time by CITS.

說明：此表格應由牧師或教會推薦人（來自申請人當地教會或校園事工的非家庭成員）填寫，放置在密封的信封中並在封口處簽名或蓋章後返還給申請人，或者由推薦人直接郵寄或 email 至 CITS。在收到此表格之前，該申請人的申請將視為不完整。

Mailing Address 郵寄地址：California International Theological Seminary, 119 N Curtis Ave, Alhambra, CA 91801

California International Theological Seminary will admit or permit the use of faculties or privileges to any student without discrimination in any way on the basis of sex, race, ethnic background.

加州國際神學院不會基於種族、性別、膚色、民族、原籍而在學院中施行歧視或給與任何個人或群體以優惠待遇。

If you have any questions, please call CITS at (626) 458-8781 or submit them by email at admin@cits-edu.org

如果您有任何疑問請致電(626) 458-8781 或發送電子郵件至 admin@cits-edu.org。