

LETTERS OF REFERENCE

YOUTH AND YOUNG ADULTS WORKER

In support of your application, you will need to provide two letters of reference. The first should be a letter from your current employer (or if you are not presently employed, a former employer). The second should be a personal letter of reference from someone who knows you well (but is not an immediate family member). Once you have identified those who will provide references, you should:

1. Provide this reference document to your recommenders and give them a deadline for returning the letters to Christ Church.
2. Provide the name, email address, and phone number of your recommenders (on the application) in case we need to follow up with your recommenders.

Each letter should establish the following:

* The period of time in which the recommender has known you.
* The nature of your relationship to each other.
* Observations on your involvement in ministry.
* Ability to work with youth and/or young adults.
* Reflections on your character and convictions.
* Any strengths or weaknesses that might affect your fitness for this ministry position.

To the recommenders: Please provide an electronic copy of your letter to the Chaplain of Christ Church, Revd Canon Patrick (office@christchurchvienna.org). If an electronic copy is not possible, please phone the office to make alternate arrangements (+43-1-714 8900).

Privacy: All information communicated in the letters of reference will be kept confidential, including from the person being recommended. Only those conducting the interviews and/or the Church Council will have access to the letters.