



PERSONAL REFERENCE (Recent Employer/Teacher)

Please complete and return to the applicant in a sealed envelope.

Name of Applicant _____

Position applying for _____

The person named above has applied for a position on staff at Cowboy’s Rest Christian Camp and Retreat Center and has selected you as a personal reference. Your confidential evaluation is solicited, and we invite you to include a personal note regarding the qualifications of the applicant or any additional information. Please leave blank any questions you feel unqualified to answer. The applicant has given the authorization below for you to release this information. Thank you for your assistance.

AUTHORIZATION

I hereby authorize _____ to provide Cowboy’s Rest Christian Camp and Retreat Center with the information requested. I release him/her from all liability for any damage incurred in the giving of this information.

Applicant signature _____ Date _____

How long have you known the applicant? _____ In what capacity? _____

The nature of work at summer camp requires long, high energy work days (15+ hours). Do you feel this applicant has the physical, emotional and spiritual stamina to maintain this level of work for the summer? Please explain.

Please ‘Check’ the box that best describes the applicant in the following areas:

Leadership Ability

- Prefers to follow
- Makes some effort to lead
- Good ability
- Exceptional ability

Emotional Temperament

- Over-responds emotionally
- Tends to be moody
- Sometimes well-balanced
- Relatively stable
- Balanced and controlled
- Well balanced

Personality

- Shy and withdrawn
- Reserved
- Quiet
- Friendly
- Outgoing
- Extrovert

Social Interaction

- Avoided by others
- Tolerated by others
- Well liked
- Sought by others

On a scale of one to ten, please rate the applicant in the following five areas:

1. ATTITUDE A reflection of the applicant's disposition toward work and those in authority.

1	2	3	4	5	6	7	8	9	10
Poor		Deficient		Average		Good		Excellent	

Comments: _____

2. FLEXIBILITY A reflection of the applicant's ability to adjust to meet the challenge of new conditions, duties, or responsibilities.

1	2	3	4	5	6	7	8	9	10
Poor		Deficient		Average		Good		Excellent	

Comments: _____

3. DEPENDABILITY A reflection of the applicant's reliance and trustworthiness in completing tasks, duties and responsibilities.

1	2	3	4	5	6	7	8	9	10
Poor		Deficient		Average		Good		Excellent	

Comments: _____

4. INDUSTRIOUSNESS A measure of the applicant's diligence in making effective use of work time.

1	2	3	4	5	6	7	8	9	10
Poor		Deficient		Average		Good		Excellent	

Comments: _____

5. QUALITY A measure of the applicant's accuracy and thoroughness of workmanship.

1	2	3	4	5	6	7	8	9	10
Poor		Deficient		Average		Good		Excellent	

Comments: _____

Noteworthy Accomplishments or qualities _____

Areas requiring improvement _____

Would you place your child or teenager under the direct charge and influence of the applicant? Yes No

Reference Signature _____	Date _____
Position _____ Organization _____	
Address _____ Phone _____	