

REFERENCE FORM – Summer Staff

DuBois Center
 Summer Camp Program
 2651 Quarry Road
 DuBois, IL 62831

NAME OF APPLICANT _____

TO THE APPLICANT: Indicate below whether you waive your right to review this form.

_____ I waive my right to review this reference form at a later date.

_____ I DO NOT waive my right to review this form at a later date.

SIGNATURE OF APPLICANT _____

DEAR REFERENCE: The individual named above is applying to serve as a **Summer Camp Staff** member, working with children and youth, and has listed you as a Reference. A Reference should be knowledgeable about the applicant's character and qualifications. If you feel you do not meet this criteria and/or you are a close personal friend or member of the immediate family of the applicant, do not complete this form. If you are able to serve as a Reference, **please complete both pages of this form and return it to the address listed above.** Thank you for your cooperation as we seek to select qualified staff for this summer's ministry. Your prompt response will be appreciated.

NAME OF REFERENCE _____ TITLE _____

NAME OF CHURCH, AGENCY or BUSINESS (if applicable) _____

ADDRESS _____ CITY/STATE _____ ZIP _____

DAY PHONE (_____) _____ EVENING PHONE (_____) _____

E-MAIL ADDRESS _____

1. How long and in what capacity have you known the applicant?
2. When were you last in regular contact with the applicant?
3. If an employer, would you hire/rehire the applicant? Why or why not?

4. Please check the category that best describes the applicant:	No Chance to Observe	Rarely	Sometimes	Most of the Time	Nearly Always
Is a positive Christian role model.	_____	_____	_____	_____	_____
Is willing and able to share his or her faith.	_____	_____	_____	_____	_____
Is respectful of others and their beliefs.	_____	_____	_____	_____	_____
Uses the Bible as a tool.	_____	_____	_____	_____	_____
Has a sincere desire to serve others.	_____	_____	_____	_____	_____
Is able to put the needs of others before own needs.	_____	_____	_____	_____	_____
Is mature and exhibits age-appropriate behavior.	_____	_____	_____	_____	_____
Is reliable.	_____	_____	_____	_____	_____
Is safety-conscious.	_____	_____	_____	_____	_____
Takes initiative.	_____	_____	_____	_____	_____
Is punctual.	_____	_____	_____	_____	_____
Cooperates with others.	_____	_____	_____	_____	_____
Is able to work with a diverse group of people.	_____	_____	_____	_____	_____
Is enthusiastic.	_____	_____	_____	_____	_____
Exhibits positive leadership.	_____	_____	_____	_____	_____
Is patient.	_____	_____	_____	_____	_____
Has a positive sense of humor.	_____	_____	_____	_____	_____
Is able to develop & maintain satisfying relationships with peers.	_____	_____	_____	_____	_____
Performs beyond the minimum expectations.	_____	_____	_____	_____	_____
Relates well to children and youth.	_____	_____	_____	_____	_____
Responds positively to supervision and direction.	_____	_____	_____	_____	_____

PLEASE COMPLETE BOTH SIDES OF THIS FORM

5. Please elaborate on any areas in Question #4 that you marked "Rarely" or "Sometimes."

6. Does the applicant have, what you would consider to be, a passionate desire to serve others?
How have you seen this demonstrated?

7. Please comment on the applicant's training, experience and skills working with children & youth.

8. Please comment on the applicant's ability to work (a) effectively with co-workers, and (b) collaboratively as part of a team.

9. Long hours in the heat and humidity and physical activity are part of working at summer camp.
Please comment on the applicant's ability to function under these conditions.

10. Would you be willing to have a child of yours under the applicant's influence and leadership?
Why or why not?

11. Please list any other comments or concerns you feel are pertinent to the applicant's suitability for this position. Include greatest strengths and areas for improvement.

12. Please check the appropriate response:
To be a member of the Summer Staff at a church camp...
 I highly recommend this applicant.
 I recommend this applicant.
 I recommend this applicant with some reservations.
 I do not recommend this applicant at this time.

SIGNATURE OF REFERENCE _____ DATE _____