

# REFERENCE FORM – Summer Staff

DuBois Center  
 Summer Camp Program  
 2651 Quarry Road  
 DU BOIS, 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 criterion 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	Some- times	Most of the Time	Nearly Always
Is a positive Christian role model	_____	_____	_____	_____	_____
Is willing and able to share their faith	_____	_____	_____	_____	_____
Is respectful of others and their beliefs	_____	_____	_____	_____	_____
Relates well to children and youth	_____	_____	_____	_____	_____
Has an upbeat and supportive demeanor	_____	_____	_____	_____	_____
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	_____	_____	_____	_____	_____
Remains flexible & can adapt to unexpected situations or needs	_____	_____	_____	_____	_____
Is safety-conscious	_____	_____	_____	_____	_____
Takes initiative	_____	_____	_____	_____	_____
Is punctual and reliable	_____	_____	_____	_____	_____
Cooperates with others	_____	_____	_____	_____	_____
Is able to work with a diverse group of people	_____	_____	_____	_____	_____
Can be appropriately enthusiastic	_____	_____	_____	_____	_____
Exhibits positive leadership	_____	_____	_____	_____	_____
Is patient	_____	_____	_____	_____	_____
Has a positive sense of humor	_____	_____	_____	_____	_____
Is able to develop & maintain satisfying relationships with peers	_____	_____	_____	_____	_____
Consistently meets or exceeds goals and expectations	_____	_____	_____	_____	_____
Is able to accept supervision, constructive criticism & 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 strong 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 \_\_\_\_\_