

Reference Questionnaire



To the applicant: Please print your name and position applied for in the spaces below. Please provide a stamped and addressed envelope for each form. It is your responsibility to see that all forms are returned to Cedar Springs Camp.

To the Referee: This applicant is applying for a summer staff position at Cedar Springs Camp. Given the specific demands of being on summer staff and the intensity and responsibility that entails, we need your help by answering the questions below fully and honestly to the best of your knowledge.

Name of Applicant: _____

Position Desired: 1. _____ 2. _____ 3. _____

OBJECTIVE RATING: Under each general heading, check the phrase that most accurately describes the applicant's habitual behavior with regard to that specific trait.

1) How well is the applicant able to direct and influence others?

- Poor leader; incapable of directing others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others

2) How well does the applicant work with others?

- Cooperates grudgingly; makes trouble; obstructionist
- Limited cooperation; neglects common good for own interests
- Cooperates with others towards accomplishment of goal
- Exceptionally successful working with others/inspires confidence

3) How does this person react to suggestions or criticisms by others?

- Takes criticism as a personal insult; resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Asks for criticisms and suggestions

4) How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity?

- Fails to carry out convictions under stressful conditions
- Acts according to convictions in most situations
- Carries out principles and convictions constantly and boldly even in the face of obstacles

5) How responsible is the applicant?

- Irresponsible, even under supervision
- Will do a satisfactory job with constant supervision
- Needs detailed instructions with regular checks of work
- Carries out routine activity on own accord
- Exceptionally able to accomplish work without close supervision

6) How well does this person apply energy and persistence in completing a task?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks of own accord
- Exceptional perseverance; does more than expected

7) How well does the applicant control emotions?

- Easily depressed, irritated or elated
- Occasionally unresponsive
- Unresponsive; apathetic
- Tends to be overly emotional
- Usually well-balanced
- Well-balanced

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APPLICANT EVALUATION: With “1” as the lowest or poorest end of the scale and “10” as the highest or best, please **circle** the appropriate number for each of the following.

	Poor		Average			Good		Superior		
Teachability	1	2	3	4	5	6	7	8	9	10
Promptness	1	2	3	4	5	6	7	8	9	10
Ability to follow instructions	1	2	3	4	5	6	7	8	9	10
Outgoing	1	2	3	4	5	6	7	8	9	10
Emotional Balance	1	2	3	4	5	6	7	8	9	10
Ability to work with children	1	2	3	4	5	6	7	8	9	10
Ability to work with youth	1	2	3	4	5	6	7	8	9	10
Fulfilling obligations	1	2	3	4	5	6	7	8	9	10
Sense of humor	1	2	3	4	5	6	7	8	9	10
Temper Control	1	2	3	4	5	6	7	8	9	10
Ability to follow through	1	2	3	4	5	6	7	8	9	10
Enthusiasm	1	2	3	4	5	6	7	8	9	10
Trustworthiness	1	2	3	4	5	6	7	8	9	10
Ability to get along with others	1	2	3	4	5	6	7	8	9	10
Tactfulness	1	2	3	4	5	6	7	8	9	10
Leadership ability	1	2	3	4	5	6	7	8	9	10
Friendliness	1	2	3	4	5	6	7	8	9	10
Willingness to serve others	1	2	3	4	5	6	7	8	9	10

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QUESTIONS: Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you lack personal knowledge on a given topic, please say so.

How long have you known the applicant and in what capacity?

How does this applicant relate to children? What age group does the person work best with?

What special abilities does the applicant possess that would be valuable to Cedar Springs Camp?

Is there anything in the personal life of the applicant that would disqualify him/her from serving at Cedar Springs Camp?

Would you want the applicant to be a role model for your child? Explain.

In regards to maturity of judgment, how does this person react in stressful situations, i.e. making decisions?

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In regards to dependability, can he/she be relied upon? Does this person weaken in absence of supervision?

From your observation of the applicant, please list:

His/Her Three Strongest Points:

His/Her Three Weakest Points:

Please Provide any additional comments you feel will help us consider this applicant:

Please Check one of the following

I recommend this person for a summer staff position

I do not recommend this person for a summer staff position

Signature: _____

Date: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Please **circle** the best option that describes your relationship with the applicant.

Pastor/Christian Worker

Employer/Teacher

Friend/Other

If you have any further questions or concerns regarding this reference form, please call the office at (641) 398 - 2488 or email our Director, Brian Goode, at director@cedarspringscamp.com

Please return promptly to:
Cedar Springs Camp
1260 River Road
Floyd, IA 50435

Thank you very much!