

Summer Staff Reference Form - Camp Ray Bird

Applicant completes this section:

Indicate which reference is completing this form (all three are required; no family/relatives please):

- Work performance reference Academic/Work performance reference
 Pastor/Spiritual leader reference

Full name of applicant

Email address

Position(s) applied for

Please advise your reference to complete this form, save it (with your name in the file name) and email it to david@raybird.org

Reference completes this section:

It is our desire to hire a staff which is trustworthy and of value in caring for the most precious of people, children. Evaluate the applicant as you have seen him/her live and perform in the routine of daily living. Your feedback is appreciated tremendously.

Full name of reference

Date completed MM/DD/YY

How long have you known the applicant?

In what capacity?

Are you a relative of the applicant?

A. Please check your perception of the applicant.

1. Responsibility

- Excellent-diligently follows through on tasks
 Good-follows through on tasks
 Average-usually follows through on tasks
 Poor-follows through on tasks when convenient

2. Initiative

- Excellent-will look for things to do
 Good-will do things that need to be done
 Average-works enough to get by
 Poor-lazy

3. Industry

- Excellent-puts forth the extra for excellence
 Good-will put in a fair day's work
 Average-works enough to get by
 Poor-lazy

4. Leadership

- Excellent-a leader of leaders
 Good-contributes positively
 Average-usually well-balanced
 Poor-passive, indifferent
 Negatively influential

9. Integrity

- Excellent-consistently trustworthy
 Good-generally honest and true
 Average-honest, but may stretch the truth
 Poor-questionable at times

5. Emotional

- Excellent-exceptionally stable and consistent
 Good-well balanced in most situations
 Average-usually well balanced
 Poor: excitable or unresponsive

6. Judgment

- Excellent-consistently makes wise decisions
 Good-makes good decisions in most situations
 Average-usually purposeful
 Poor-purposeless

7. Motivation

- Excellent-highly self motivated
 Good-effectively motivated
 Average-usually purposeful
 Poor-purposeless

8. Cooperation

- Excellent-deeply sensitive to others, to all
 Good-generally concerned for others
 Average-cooperates when it is convenient
 Poor-difficult to work with

10. Communication

- Excellent-articulate, clearly communicates to all groups
 Good-gets the point across to most groups
 Average-gets the thought across
 Poor-difficulty in articulating thoughts

11. Personableness

- Excellent-sharp first impression
- Good-well groomed, good first impression
- Average-gives an average first impression
- Poor-neglects detail, sloppy

12. Sociability - Mark all which apply to the applicant

- | | | |
|---|--|--|
| <input type="checkbox"/> Gregarious, known by all | <input type="checkbox"/> Confident, self-assured | <input type="checkbox"/> Reflective, contemplative |
| <input type="checkbox"/> Steady, consistent | <input type="checkbox"/> Brash, arrogant | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Blunt, up front | <input type="checkbox"/> Devoted, loyal |
| <input type="checkbox"/> Amiable, friendly | <input type="checkbox"/> Hard to read | <input type="checkbox"/> Entertaining |
| <input type="checkbox"/> Withdrawn, a loner | <input type="checkbox"/> Self-conscious | <input type="checkbox"/> Timid, shy |

B. Please answer the following questions. The gray boxes will expand to accommodate as much as you wish to type.

How would you describe the applicant’s Christian commitment?

What one challenge would you give the applicant for their personal growth?

To your knowledge has the applicant ever been accused, charged or convicted of any questionable actions or words towards or with a child?

If you had children, how would you feel leaving them with the applicant?

- I would Highly recommend Recommend
- Recommend with reservations Not recommend the applicant for position identified.
- I prefer to discuss this via phone. The best time to reach me is:

Your initials (in lieu of a signature)

Phone

Please save this document with the applicant’s name in the file name and then attach and email it to david@raybird.org. If you do not save the document before emailing it, your work will be lost. Thanks.

Thank you very much!
 Please email to: david@raybird.org
 Or fax to: 574-232-6544 (please call 574-232-8523 before faxing)
 Or mail to: Ray Bird Ministries / P.O. Box 3717 / South Bend, IN 46619