

TULAHEAD – NEW Staff Reference Form (Pastor/Christian Leader)

Mail to: Box 1272, Princeton, BC V0X 1W0 Fax to: 250-295-6233 Email to: staff@camptulahead.com

APPLICANT INFORMATION

Name: _____ Phone: () _____ Position applied for: _____

Applicant: Please provide the above information, sign below, and give a copy to your three references along with a stamped, addresses envelope. We will not accept any references that are not in a sealed and signed envelope.

"I authorize the release of the disclosed information by the person completing this reference form, and waive any right or privilege to inspect or challenge its contents. I understand that this information will be held in strict confidence by the administrative employees of Camp Tulahead and that it will not be released to anyone else without the permission of the applicant, except when such disclosure is required by law."

Signature of applicant: _____ Date: _____

REFERENCE INFORMATION

Name: _____ Position: _____ Phone: () _____

Please provide the following information about the applicant to the best of your knowledge and mail this form as soon as possible. Please be aware that we cannot process this person's application until we have received this form from you. If you have any other comments beyond what is covered on this form, please add them to a separate sheet and attach it to this form. **The information you provide in this reference will be held in confidence.**

YOUR EXPERIENCE WITH THE APPLICANT

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

How well do you know the applicant? fairly well quite well very close

Have you observed the applicant in a role similar to what he or she is applying for? yes no

How well did the applicant manage his or her responsibilities in that role? _____

Comment on the applicant's love for children and youth and their ability to relate to them. _____

What are the applicant's strengths? _____

What characteristics of the applicant do you feel need further work or development? _____

Describe any significant problems the applicant is experiencing, or concerns you may have about their beliefs, attitudes or morals. _____

Please describe any area of the applicant's home or family life that would help our understanding of him or her. _____

For each of the following characteristics, please circle the number that best describes the applicant. Comments are also helpful.

SPIRITUAL DISCIPLINES

Spiritual example:	severe inconsistencies 1	2	good role model 3	4	excellent integrity 5
Love for others:	unaware/uncaring 1	2	thoughtful toward others 3	4	compassionate 5
Christian values:	not always evident 1	2	consistent lifestyle 3	4	achieves high standards 5
Witnessing by word/life:	inconsistent 1	2	occasional 3	4	a lifestyle of witness 5
Personal Bible study/prayer:	irregular 1	2	consistent 3	4	passionate 5

OTHER COMMENTS:

PERSONALITY, CHARACTER AND HEALTH

Confidence:	withdrawn 1	2	outgoing 3	4	sought by others 5
Emotional stability:	over-responds 1	2	usually well-adjusted 3	4	very well-balanced 5
Self-control:	undisciplined 1	2	usually disciplined 3	4	very self-disciplined 5
Integrity:	Occasionally suspect 1	2	consistent morals 3	4	high morals and values 5
Support of policies:	often ignore rules 1	2	might ignore some rules 3	4	respectful 5
Use of time:	tends to procrastinate 1	2	diligent 3	4	purpose-driven 5
Ability to pace oneself:	soon exhausted 1	2	aware of limits 3	4	adjusts well 5
Health / resistance to illness:	some limitations, often ill 1	2	generally healthy 3	4	physically fit, rarely ill 5
OTHER COMMENTS:					

LEADERSHIP AND MINISTRY

Work ethic:	lazy 1	2	works well 3	4	industrious 5
Constructive Criticism:	defensive 1	2	open to correction 3	4	highly responsive 5
Initiative:	needs prodding 1	2	leads when asked 3	4	initiates frequently 5
Reliability:	irresponsible at times 1	2	dependable 3	4	completely trustworthy 5
Leadership:	follower 1	2	sometimes leads 3	4	recognized leader 5
Judgement:	some poor decisions 1	2	shows wisdom 3	4	very discerning 5
Commitment:	does bare minimum 1	2	dependable 3	4	above call of duty 5
Support of leadership:	critical of authority 1	2	generally respectful 3	4	reliably supportive 5
Response to authority:	rebellious 1	2	compliant 3	4	willing and ready 5
Ability to communicate:	shy/not very vocal 1	2	able to express self well 3	4	great communicator 5
OTHER COMMENTS:					

RELATIONSHIPS

Attitude toward others:	abrasive 1	2	pleasant 3	4	very friendly 5
Consideration of others:	self-focused 1	2	puts others first 3	4	very considerate and caring 5
Compassion:	insensitive 1	2	sensitive to others 3	4	active love and concern 5
Ability to forgive:	holds a grudge 1	2	seeks reconciliation 3	4	takes initiative to forgive 5
Team player:	independent worker 1	2	sometimes team player 3	4	great team player 5
Cooperativeness:	causes friction 1	2	generally cooperative 3	4	works well with others 5
Respected by peers:	tolerated by most 1	2	appreciated 3	4	looked up to by peers 5
Conflict resolution:	issues left/ holds grudges 1	2	approachable 3	4	seeks resolution 5
Social maturity:	can be immature 1	2	very similar to peers 3	4	socially advanced 5
OTHER COMMENTS:					

RECOMMENDATION Highly recommend Recommend, but with these reservations/comments Not able to recommend at this time**SIGNATURE OF REFERENCE:** _____ **DATE:** ___ / ___ / ___ **CALL ME ABOUT MY REFERENCE**

TULAHEAD – NEW Staff Reference Form (Employer/Teacher)

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Have you observed the applicant in a role similar to what he or she is applying for? yes no

How well did the applicant manage his or her responsibilities in that role? _____

Comment on the applicant's love for children and youth and their ability to relate to them. _____

As an employee, what are the applicant's strengths and weaknesses? _____

Please comment on the applicant's motivation and work ethic. _____

How would this person work in a multi-staff situation (ie. teamwork, relations)? _____

Do you have any other comments that may be helpful to us during the hiring process. _____

(please turn over)

PERSONALITY, CHARACTER AND HEALTH

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Emotional stability:	over-responds 1	2	usually well-adjusted 3	4	very well-balanced 5
Self-control:	undisciplined 1	2	usually disciplined 3	4	very self-disciplined 5
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OTHER COMMENTS:

LEADERSHIP

Work ethic:	lazy 1	2	works well 3	4	industrious 5
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Commitment:	does bare minimum 1	2	dependable 3	4	above call of duty 5
Support of leadership:	critical of authority 1	2	generally respectful 3	4	reliably supportive 5
Response to authority:	rebellious 1	2	compliant 3	4	willing and ready 5
Ability to communicate:	not very vocal 1	2	able to express self well 3	4	great communicator 5

OTHER COMMENTS:

RELATIONSHIPS

Attitude toward others:	abrasive 1	2	pleasant 3	4	very friendly 5
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TULAHEAD – NEW Staff Reference Form (Christian Friend)

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