

Summer Staff Reference Form

This confidential form is to be completed by a recent EMPLOYER or TEACHER.

Please complete both sides and return to:

Mission Springs Conference Center

Attn: Program Department - 1050 Lockhart Gulch Road - Scotts Valley, CA 95066

Applicant Name: _____ *Position(s) Applying for:* (1) _____
(2) _____

This person has applied to work on Summer Staff at Mission Springs and has listed your name as a reference. Mission Springs is a year-round Christian conference center and a summer camp for children and teens. Summer Staff responsibilities include willingness to work hard, serve our guests (children and adults), and work well with a group of peers. We are looking for mature Christian applicants.

Your honest appraisal will assist us in evaluating the applicant's qualifications and abilities for this job. Please leave blank any questions you feel unqualified to answer, and feel free to include a personal note regarding the qualifications of the applicant. Please remember that it will be truly the exceptional person that ranks high in all categories. **Your prompt and honest response is greatly appreciated.** **Thank you.** (*We prefer to have all references returned within a week from when you receive them.*)

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

What type of work did the applicant perform? _____

What was their attitude toward work / learning? _____

What was their attitude toward their supervisor? _____

In what areas did the applicant excel? Are there any noteworthy accomplishments or qualities that we should be aware of?

Please evaluate the applicant's maturity of judgment and dependability.

Please explain any tendencies or traits which might reduce the effectiveness of the applicant in the position(s) listed above.

Would you want to place your own child under the influence and care of this individual? If not, please explain why.

Do you recommend the applicant? Are you aware of any reason that this applicant should NOT be considered for employment?

Please X the qualities that best describe the applicant in the following areas:

Work Habits

Makes trouble Resents suggestions Follows suggestions willingly Meets average expectations Does over & above
 Teachable Self-starter Neglects common good for own interests Works for common cause regardless of self-benefit
 Needs much prodding / lazy Needs constant supervision Completes assignments on own accord Unusual perseverance

Leadership Ability / Style

Usually follows Poor ability Average ability Good ability Exceptional ability Servant Dominant

Social Interaction / Relationship with Peers

Avoided by others Tolerated by others Liked by others Well-liked by others Respected Sought out by others

Personality

Cold Shy & withdrawn Reserved Quiet Friendly Warm Outgoing Extroverted Overbearing

Emotional Stability

Easily Disturbed Often over-responds Tends to be moody Relatively stable Self-controlled Well-balanced

Please use the scale below to rate the applicant in the following areas:

1-Superior 2-Above Average 3-Average 4-Weak N-No Information

<input type="checkbox"/> Flexibility (Ability to adjust to new conditions or duties)	<input type="checkbox"/> Quality (Accuracy / thoroughness of workmanship)
<input type="checkbox"/> Attitude (Disposition toward hard work and those in authority)	<input type="checkbox"/> Friendliness (Ability to make friends and meet people)
<input type="checkbox"/> Personal Integrity (Honesty, good judgment)	<input type="checkbox"/> Incentive (Motivated, self-starter)
<input type="checkbox"/> Dependability (Reliability and ability to complete task)	<input type="checkbox"/> Health (Ability to work under stress)
<input type="checkbox"/> Cooperation (Ability to work as a constructive team member)	<input type="checkbox"/> Appearance (Neatness, dress)

Is there any information that would be best communicated over the phone? YES NO If yes, we will call you.

I strongly recommend, recommend, recommend with hesitation, do not recommend this applicant for these jobs.

Additional Comments:

Name _____ Date _____

Position/Company _____ Phone () _____