

# Summer Staff Reference Form

This confidential form is to be completed by a CHRISTIAN WORKER (Pastor, Youth Pastor, or Group Leader).

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 who desire to share their faith. If applicant is applying for a counseling position, be aware that the job of evangelism and teaching Christian living is dependent upon staff-camper relationships. All applicants need to have a heart for service and the ability to reflect their love for Christ through their work.

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? \_\_\_\_\_

Is the applicant a Christian? \_\_\_\_\_ For approximately how long? \_\_\_\_\_

Does he or she appear to have a healthy, growing relationship with Christ? What evidence do you see of this in their life?

What gifts do you see the applicant possessing and actively using? Any noteworthy accomplishments or qualities?

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

Please describe the applicant's ability / experience to work with children and youth.

Is the applicant actively involved in any type of Christian service? If so, what type of service?

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**

**Flexibility** (Ability to adjust to new conditions or duties)       **Biblical Knowledge** (Clear understanding)

**Attitude** (Disposition toward hard work and those in authority)       **Spiritual Commitment** (Dedication, growth)

**Personal Integrity** (Honesty, good judgment)       **Incentive** (Motivated, self-starter)

**Friendliness** (Ability to make friends and meet people)       **Health** (Ability to work under stress)

**Cooperation** (Ability to work as a constructive team member)       **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 ( ) \_\_\_\_\_