

# 2019 STAFF REFERENCE FORM

## Background Information

Hidden Acres Christian Center is located in central Iowa and is owned and operated by the Evangelical Free Church. We are encouraging you to give us your evaluation of the applicant as you have seen him/her live and perform on a daily basis.

It is our desire to hire a staff person who is trustworthy, caring, and loving toward children, teens, and adults. It is imperative that all our summer staff are positive role models for children between the ages of 5 & 18.

Please **type** or **print** your responses. Thank you, your feedback is greatly appreciated!

Date received at Hidden Acres Office: \_\_\_\_\_

Reference count \_\_\_\_ / 4

## Applicant Information

Name \_\_\_\_\_

Phone \_\_\_\_\_

Position applied for \_\_\_\_\_

### Hidden Acres Christian Center

3837 Union Ave • Dayton, IA 50530

Phone: (515) 547-2751

Fax: (515) 547-2752

Email: office@hacamps.org

Web: www.hacamps.org

## Referent Information

Name \_\_\_\_\_

Type of reference given:

Date Completed \_\_\_\_\_

\_\_\_\_\_ Academic    \_\_\_\_\_ Christian Character

Relation to Applicant \_\_\_\_\_

\_\_\_\_\_ Work    \_\_\_\_\_ Pastor/Spiritual Leader

How long have you known this applicant? \_\_\_\_\_

Do you have any reservations about this applicant's moral integrity?

\_\_\_\_\_  
\_\_\_\_\_

How would you describe the applicant's relationship with God?

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

### Perceptions of Applicant

If you had a child of camp age, how would you feel about having him/her spend five days with the applicant...

- As a cabin counselor?  
 Positive  Comfortable  So-So  Concerned
- As an example?  
 Positive  Comfortable  So-So  Concerned
- As a spiritual teacher?  
 Positive  Comfortable  So-So  Concerned
- Duplicating the applicant's mannerisms?  
 Positive  Comfortable  So-So  Concerned

How do you feel about the applicant's...

1. Work Ethic  
 Excellent...puts forth the extra effort  
 Good.....will put in a fair day's work  
 Average....works enough to get by  
 Poor.....lazy
2. Leadership  
 Excellent...a leader of leaders  
 Good.....contributes positively  
 Average.....usually well-balanced  
 Poor.....passive/ negative influence (circle one)
3. Emotional Stability  
 Excellent...exceptionally stable consistent  
 Good.....well-balanced in most situations  
 Average....usually well-balanced  
 Poor.....excitable / unresponsive (circle one)
4. Judgment  
 Excellent...consistently makes wise decisions  
 Good.....makes good decisions  
 Average.....makes fair decisions  
 Poor.....hasty decisions / indecisive (circle one)
5. Cooperation  
 Excellent...deeply sensitive to others  
 Good.....generally honest and true  
 Average.....cooperates when convenient  
 Poor.....difficult to work with
6. Communication  
 Excellent...articulate in all groups  
 Good.....usually gets thoughts across well  
 Average....gets thoughts across, may be hesitant  
 Poor.....difficulty articulating thoughts

7. Motivation  
 Excellent...highly self-motivated  
 Good.....effectively motivated  
 Average....usually purposeful  
 Poor..... purposeless
8. Appearance  
 Excellent...outstanding first impression  
 Good....well-groomed, good 1st impression  
 Average....fair first impression  
 Poor.....sloppy, negative 1st impression
9. Team Participation  
 Excellent...outstanding group member  
 Good.....contributes positively in a group  
 Average.....usually contributes positively  
 Poor.....difficulty working in a group
10. Sociability—mark ALL that apply to applicant  
 confident  noisy  
 consistent  humorous  
 mature  hyperactive  
 shy  aggressive  
 assertive  wise  
 spontaneous  rude  
 negative  caring
11. With which age groups have you seen this applicant interact?  
 Infant  High School  
 Preschool  College  
 Elementary  Adult  
 Junior High
12. Knowing the applicant as you do, to what extent would you encourage us to accept him/her as a staff member?  
 highly recommend  
 recommend  
 recommend with reservation  
 would not recommend for the position

*I prefer to discuss this applicant further...*

*Please call me at:*

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_