

# 2010 STAFF REFERENCE FORM

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

## **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 6 & 18.

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

## **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

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-balance
  - 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
 

<input type="checkbox"/> confident	<input type="checkbox"/> noisy
<input type="checkbox"/> consistent	<input type="checkbox"/> humorous
<input type="checkbox"/> mature	<input type="checkbox"/> hyperactive
<input type="checkbox"/> shy	<input type="checkbox"/> aggressive
<input type="checkbox"/> assertive	<input type="checkbox"/> wise
<input type="checkbox"/> spontaneous	<input type="checkbox"/> rude
<input type="checkbox"/> negative	<input type="checkbox"/> caring
11. With which age groups have you seen this applicant interact?
 

<input type="checkbox"/> Infant	<input type="checkbox"/> High School
<input type="checkbox"/> Preschool	<input type="checkbox"/> College
<input type="checkbox"/> Elementary	<input type="checkbox"/> Adult
<input type="checkbox"/> 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 \_\_\_\_\_