

Summer Staff Reference Form

Applicant Information

Instructions to Applicant – Fill out your name and phone number and give two forms to Christians who know you well and will give you a character reference (one preferably a pastor) and one form to your current employer or teacher. Provide a stamped envelope addressed to Village Creek.

Applicant's Name _____ Phone _____

Position applied for _____ Email _____

Background Information

Greetings from Village Creek Bible Camp!

The applicant named has expressed an interest in working for us this upcoming summer. I encourage you to provide an honest evaluation of the applicant based on how you have seen him/her live and work on a daily basis. All references are confidential and will not be discussed directly with the applicant. Our staff will be employed for a period of six to twelve weeks and live very closely with other individuals. It is our desire to hire staff who are trustworthy, caring, and loving toward children, teens, and adults. It is imperative that all our summer staff are positive role models and have Godly characteristics.

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

Sue Lyford
Director of Guest Services

Please return to:

Summer Staff References
Village Creek Bible Camp
1588 Drake Road
Lansing, Iowa 52151

Phone: 563-535-7320
Fax: 707-788-4944

Email: sue@villagecreek.net
Web: www.villagecreek.net

Referent Information

Your Name _____ Phone _____

Type of reference given: ___ Academic ___ Work ___ Christian Character ___ Pastor/Spiritual Leader

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

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

What impresses you about this applicant?

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

Please check the appropriate line for each trait, based on your perception.

Responsibility

Excellent diligently follows through on all tasks
 Good follows through on tasks
 Average usually follows through on tasks
 Poor follows through on tasks when convenient

Communication

Excellent articulate in all groups
 Good usually gets thoughts across well
 Average gets thoughts across, may be hesitant
 Poor difficulty in articulating thoughts

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

Initiative

Excellent will look for things to do
 Good will do what needs to be done
 Average will do the obvious
 Poor needs to be told what to do

Leadership

Excellent a leader of leaders
 Good contributes positively
 Average usually well balanced
 Poor passive negative influence

Motivation

Excellent highly self motivated
 Good effectively motivated
 Average usually purposeful
 Poor purposeless

Emotional Stability

Excellent exceptional, stable, consistent
 Good well balanced in most situations
 Average usually well balanced
 Poor excitable unresponsive

Commitment

Excellent their word is their bond
 Good completes the commitments
 Average follows through reluctantly
 Poor no follow through

Judgment

Excellent consistently makes wise decisions
 Good makes good decisions
 Average makes fair decisions
 Poor hasty decisions indecisive

Team Participation

Excellent outstanding group member
 Good contributes positively in a group
 Average usually contributes positively
 Poor difficulty working in a group

Cooperation

Excellent deeply sensitive to others
 Good generally concerned for others
 Average cooperates when convenient
 Poor difficult to work with

Sociability – please mark all that apply

Confident Assertive Humorous
 Consistent Wise Spontaneous
 Mature Negative Hyperactive
 Shy Noisy Aggressive

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 leader?
 Positive Comfortable So-So Concerned

With which age groups have you seen the applicant interact?

Infant Preschool Elementary Junior High High School College Adult

Please add any further comments you feel would be helpful to us:

I prefer to discuss the applicant further. Please call me at: _____

Signature _____ Date _____