



Camp Arnes
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Summer Staff Reference Form 2007 - to be completed by Reference of Choice

To the applicant: Please print your name and position applied for in the space below. Please provide a stamped and addressed envelope for each form. The envelope should be addressed to Camp Arnes: Summer Staff, Box 40, Arnes, MB, R0C 0C0.

To the Reference Person: Being a member of Camp Arnes' staff is not an easy task. There are certain traits beneficial to working in this intense summer ministry. Please answer the questions to the best of your knowledge, fully and honestly.

Name of Applicant: _____

Position desired: 1) _____ 2) _____ 3) _____

Objective Rating

Under each general heading, check the phrase that *most* accurately describes the applicant's habitual behaviour with regard to that specific trait. Please remember that it will be only the truly exceptional person that ranks high in all categories.

1. How well is the applicant able to direct and influence others?

- Poor leader, incapable of direction others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others

2. How well does the applicant work with other?

- Cooperates grudgingly; makes trouble - obstructionist
- Limited cooperation; neglects common good for own interests
- Cooperates with others toward accomplishment of goal
- Exceptionally successful working with others; inspires confidence

3. How does this person react to suggestions or criticisms by others?

- Takes criticism as a personal insult / resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Asks for criticisms and suggestions

4. How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity?

- Fails to carry out convictions under stressful situations
- Acts according to convictions in most situations
- Carries out principles and convictions constantly and boldly even in the face of obstacles

5. How responsible is the applicant?

- Irresponsible even under supervision
- With constant supervision will do a satisfactory job
- Needs detailed instructions with regular checks of work
- Carries out routine activity on own accord
- Exceptionally able to accomplish work without close supervision

6. How well does this person apply energy and persistence in completing a task?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks on own accord
- Exceptional perseverance; does more than expected

7. How well does the applicant control emotions?

- Easily depressed, irritated or elated
- Occasionally unresponsive
- Unresponsive; apathetic
- Tends to be overly emotional
- Usually well-balanced
- Well-balanced

Objective Evaluation

With "1" as the lowest or poorest end of the scale and "10" as the highest or best, please circle the appropriate number.

	Poor	Average	Good	Superior
Teachability	1 2	3 4 5	6 7 8	9 10
Ability to follow instructions	1 2	3 4 5	6 7 8	9 10
Outgoing	1 2	3 4 5	6 7 8	9 10
Emotional Balance	1 2	3 4 5	6 7 8	9 10
Ability to work with children	1 2	3 4 5	6 7 8	9 10
Ability to work with youth	1 2	3 4 5	6 7 8	9 10
Fulfilling obligations	1 2	3 4 5	6 7 8	9 10
Sense of humour	1 2	3 4 5	6 7 8	9 10
Promptness	1 2	3 4 5	6 7 8	9 10
Willingness to serve others	1 2	3 4 5	6 7 8	9 10
Leadership ability	1 2	3 4 5	6 7 8	9 10
Tactfulness	1 2	3 4 5	6 7 8	9 10
Ability to get along with others	1 2	3 4 5	6 7 8	9 10
Trustworthiness	1 2	3 4 5	6 7 8	9 10
Enthusiasm	1 2	3 4 5	6 7 8	9 10
Ability to follow-through	1 2	3 4 5	6 7 8	9 10

Narrative Report

Please state briefly specific instances in which you have observed the applicant's behaviour as it applies to any of these items. If you lack personal knowledge on a given topic, please say so.

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

2. Would you be willing to hire this person to work in any of the positions he/she is asking to be considered for at Camp Arnes? No Yes Please explain.

3. I expect the applicant's work to be (circle one): SUPERIOR GOOD AVERAGE POOR

4. Would you be willing to place your child under the applicant's direct influence and care? No Yes Please explain. _____

5. Maturity of judgement. How does this person react in stressful situations, i.e. making decisions?

6. Dependability. Can he/she be relied upon? Does this person weaken in absence of supervision?

7. From your observation of the applicant, please list:

Three Strongest Points: _____

Three Weakest Points: _____

8. Are you recommending the applicant because of: (check one)

What he/she can contribute to Camp Arnes

What Camp Arnes can do for him/her

Both

9. I recommend I do not recommend this person for a summer staff position. (check one)

10. Please provide any additional comments you feel will help us consider this applicant:

If you feel there is additional information that would be best communicated over the phone, please check this box. A Camp Arnes representative will contact you.

Name: _____ Date: _____ Title: _____

Organization: _____ Phone: () _____ (w)

Signature: _____

If you have any further questions or concerns regarding this reference form, please call the office at (204) 642-7618 or email wwear@camparnes.com. Applications are not processed until references have been returned.

*Please return promptly to: **Camp Arnes / Summer Staff, Box 40, Arnes, MB, R0C 0C0***

Thank you for your time!