



# CAMP ARNES • STAFF REFERENCE FORM

## TEACHER/EMPLOYER REFERENCE

Box 40 Arnes, Manitoba R0C 0C0 Ph: (204) 642-7618 Fax: (204) 642-9437

**To the Applicant:** Please print your name and the position you've applied for in the space below.

**To the Reference:** Being a member of Camp Arnes' staff is not an easy task. There are certain traits that are beneficial to gaining the maximum growth in this ministry. Please answer the questions to the best of your knowledge, fully and honestly. This form should not be given back to the applicant, but returned directly to Camp Arnes at the above address.

(Please print, using a pen with blue or black ink)

### STAFF INFORMATION

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Email: \_\_\_\_\_

### 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? How do you know them? \_\_\_\_\_

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

2. The work I see from them is:  Superior  Good  Average  Poor

3. How well does the applicant get along with others: elders, peers, leaders, etc? \_\_\_\_\_

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

4. Would you be willing to place a child under the applicant's direct influence and care? Please explain.

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

5. How does this person react in stressful situations? (Are they good at making tough decisions? Is their judgement mature? )

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

6. Can they be relied upon? Do they weaken in the absence of supervision?

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

7. What do you consider the applicant's strong points (talents or special abilities, etc)? \_\_\_\_\_

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

8. In what ways does the applicant need to be nurtured and encouraged to grow? \_\_\_\_\_

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

Continues on back...

**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
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
Friendliness	1	2	3	4	5	6	7	8	9	10
Tactfulness	1	2	3	4	5	6	7	8	9	10
Ability to follow through	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
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
Temper control	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

**RECOMMENDATION**

Do you recommend this person for the position applied for?  Yes  No

Are you recommending this applicant because of:

- What they can contribute to Camp Arnes     What Camp Arnes can do for them     Both

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

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If you feel that there is additional information that would be best communicated over the phone, please check this box.

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

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

Thank you for your time!

**Please return this form to:**

Camp Arnes Staffing  
 Box 40  
 Arnes, MB  
 R0C 0C0