

# REFERENCE FORM

DuBOIS CENTER  
 2651 Quarry Road  
 Du Bois IL 62831  
 Fax: 618-787-7701

NAME OF APPLICANT \_\_\_\_\_

**TO THE APPLICANT:** Indicate below whether you waive your right to review this form.

\_\_\_\_\_ I waive my right to review this reference form at a later date.

\_\_\_\_\_ I DO NOT waive my right to review this form at a later date.

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**DEAR REFERENCE:** The individual named above is applying to serve as a **Program Leader at a Church Camp** and has listed you as a reference. A reference should be knowledgeable about the applicant's character and qualifications. If you feel you do not meet this criteria and/or you are a close personal friend of the applicant, do not complete this form. If you are able to serve as a reference, **please complete both sides of this form and return it to the address listed above.** Thank you for your assistance. Your prompt response will be appreciated.

NAME OF REFERENCE \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE (\_\_\_\_\_) \_\_\_\_\_ EVENING PHONE (\_\_\_\_\_) \_\_\_\_\_

1. How long and in what capacity have you known the applicant?
  
2. When did you last interact on a regular basis with the applicant? Please elaborate.
  
3. If an employer, would you hire/rehire him/her? Why or why not?
  
4. Please check the category that best describes the applicant:

	No Chance to Observe	Rarely	Sometimes	Most of the Time
Is a positive Christian role model.	_____	_____	_____	_____
Has a sincere desire to serve others.	_____	_____	_____	_____
Is able to put the needs of others before own needs.	_____	_____	_____	_____
Is reliable.	_____	_____	_____	_____
Is safety-conscious.	_____	_____	_____	_____
Takes initiative.	_____	_____	_____	_____
Cooperates with others.	_____	_____	_____	_____
Is willing and able to work with a diverse group of people.	_____	_____	_____	_____
Is enthusiastic.	_____	_____	_____	_____
Exhibits positive leadership.	_____	_____	_____	_____
Is patient.	_____	_____	_____	_____
Has a positive sense of humor.	_____	_____	_____	_____
Is able to develop and maintain satisfying relationships with peers.	_____	_____	_____	_____
Relates well to children.	_____	_____	_____	_____
Is comfortable around horses.	_____	_____	_____	_____
Responds positively to supervision and direction.	_____	_____	_____	_____

4. Please elaborate on any areas in Question #3 you marked "rarely" or "sometimes."

5. Serving as a Camp Leader involves working and sometimes living with groups of campers, and providing positive leadership and guidance for them. What do you think the applicant's greatest strengths would be in this type of position? Please explain.
  
6. Many of our volunteers assist with our riding program. In addition to working with campers and guests, this involves working with, caring for and cleaning up after our horses. How do you think the applicant might do with these tasks? Please explain.
  
7. What do you think the applicant's greatest challenge(s) might be in this position? Please explain.
  
8. Long hours in the heat and humidity, and physical activity are often part of the reality of volunteering at DuBois Center. Please comment on the applicant's ability to function under these conditions.
  
9. Would you be willing to have a child of yours under the applicant's influence and leadership? Why or why not?
  
10. Do you have any other comments or concerns you feel are pertinent to the applicant's suitability for this position?

11. Please check the appropriate response:

***For the position of Camp Leader at a church camp...***

\_\_\_\_\_ I highly recommend this applicant.

\_\_\_\_\_ I recommend this applicant.

\_\_\_\_\_ I recommend this applicant with some reservations.

\_\_\_\_\_ I do not recommend this applicant at this time.

SIGNATURE OF REFERENCE \_\_\_\_\_ DATE \_\_\_\_\_