



The Springs Camp
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Confidential Personal Reference Form

Name of Camp Staff Applicant _____
 Position applying for _____

Referent Name _____

I authorize the following referent to provide The Springs Camp with the following information requested in order to determine my suitability for a summer ministry position. I realize this is a confidential reference form and I release him/her from all liability in giving The Springs this information.
 Signature of Applicant _____

Before filling out the following reference form please read the following:
 The above applicant has put you as a reference and we would appreciate your honest assessment as to their skills and abilities. We are a Christian Youth Summer Camp. Our staff is with the campers 24 hours a day. All of our staff are influential in the lives of the youth that come here. It is very important that each staff person is of the high character and responsibility. Thank you for taking the time to fill out this form. Your promptness would be appreciated as we cannot start the process of hiring until all the references are in. If you have any questions or would rather discuss this applicant in person, please contact the Director, Dan Kohns at 616-894-0494. Thank you.

How long have you known the applicant? _____ How well do you know the applicant? _____
 In what capacity have you seen this applicant? Work, casual, social, ministry etc. _____

To your knowledge, does the applicant possess a personality and lifestyle that would provide a positive role model? _____

Responsibility

- Excellent—diligently follows through on tasks
- Good—follows through on tasks
- Average—usually follows through on tasks
- Poor—needs to be repeatedly told what to do

Initiative

- Excellent—will look for things to do
- Good—will do things that need to be done
- Average—will do the obvious if there is need
- Poor—needs to be told what to do

Industry

- Excellent—puts forth the extra for excellence
- Good—will put in a fair day's work
- Average—works enough to get by
- Poor—lazy

Leadership

- Excellent—a leader of leaders
- Good—contributes positively
- Average—usually well-balanced
- Poor—passive, observing and indifferent;

Emotional

- Excellent—exceptionally stable and consistent
- Good—well-balanced in most situations
- Average—usually well-balanced
- Poor—excitable or unresponsive

Judgment

- Excellent—consistently makes wise decisions
- Good—makes good decisions in most situations
- Average—makes good decisions in optimal situations
- Poor—hasty or indecisive

Motivation

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

Cooperation

- Excellent—deeply sensitive to others, to all
- Good—generally concerned for others, to most
- Average—cooperates when it is convenient
- Poor—difficult to work with

Integrity

- Excellent—consistently trustworthy
- Good—generally honest and true
- Average—honest, but may stretch the truth
- Poor—questionable at times

Personable

- Excellent—Sharp, excellent first impression
- Good—well-groomed, good first impression
- Average—gives an average first impression
- Poor—neglects fine detail, sloppy

Teachable

- Excellent—always open to suggestions and criticism
- Good—listens to suggestions
- Average—listens, but has to give opinion
- Poor—resists suggestions and criticism

Communication

- Excellent—articulate, communicates to all groups clearly
- Good—communicates well with most groups of people
- Average—gets thought across
- Poor—has difficulty in articulating thoughts

Stress

- Excellent—thinks well under pressure
- Good—able to make wise decisions under pressure
- Average—reasonably calm under pressure
- Poor—abandons responsibility under pressure

Servanthood

- Excellent—will give to others sacrificially
- Good—gives willingly of themselves
- Average—willing to serve if asked
- Poor—looks out for themselves

What do you consider to be the strengths of the applicant? _____

Weakness? _____

How would you describe this applicants relationship with God? _____

How would you describe the applicants work ethic? _____

What do you know of the moral character of the applicant? _____

To your knowledge, does the applicant have any history in his life that would be a red flag in the area of working with children, a criminal record or child abuse? (use a separate sheet of paper or call if there is a concern) _____

Does the applicant get along well with others of the same sex? _____

Opposite sex? _____

How would you rate the applicant's physical, relational, mental and emotional endurance for a summer ministry?
___ Superior ___ High ___ Average ___ below average

Is there any area in the above question where there is concern for a ministry position? _____

How would you describe the applicant's spiritual growth and sensitivity? _____

Do you consider the applicant mature or immature for his/her age? _____

Please add any other comments that you feel would help us in making a decision about placing this applicant on the summer ministry team. _____

How do you recommend the applicant for a summer of ministry?

___ Highly recommend ___ Recommend ___ with reservations ___ do not recommend

I think The Springs will benefit from this applicant: (choose the most appropriate answer)

The Springs will benefit from this applicant I think the applicant will benefit from this experience

Comments: _____

Signature: _____ Date: _____

Please return this promptly as we will not be able consider this applicant until all references are obtained. Thank you