



Return To:

Camp Oak Hills  
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Bemidji, MN 56601  
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Phone: 218.751.8670 ext. 1213  
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### Reference Form for Summer Staff

To be completed by a Recent Employer  
(or teacher, if no employer)

Reference form for (please fill in applicants name): \_\_\_\_\_

This applicant is being considered for summer staff with Camp Oak Hills.

The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and characteristics.

The early return of this form will be appreciated as it will expedite the processing of this candidate's application. Any information which you may give us will be regarded as strictly confidential. Please send this form directly to Camp Oak Hills.

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

2. Are you in a position to assess the applicant's skills in the area for which they are being considered?  
\_\_\_\_\_  
\_\_\_\_\_

3. Is the applicant a Christian? \_\_\_\_\_ Has the applicant ever shared his/her personal commitment to you? \_\_\_\_\_  
Please explain. \_\_\_\_\_  
\_\_\_\_\_

4. What is the nature of work( or classroom assignment) done by applicant?  
Please explain. \_\_\_\_\_  
\_\_\_\_\_

5. Is there willingness to learn?  
Please explain. \_\_\_\_\_  
\_\_\_\_\_

6. Please check one or more items under each heading. Please leave items blank for which you feel unqualified to comment.

#### INTEGRITY/HONESTY

- Proudly over scrupulous
- Totally honest and forthright
- Generally reliable
- Of doubtful integrity

#### SELF DISCIPLINE

- Overly self-disciplined
- Show good self-discipline
- Over indulges in hobby or recreation
- Does not control temper

#### FOLLOWING ORDERS

- Often disregards orders
- Sometimes follows orders
- Follows orders well

#### FRIENDLINESS

- Usually friendly with many
- Quiet or shy
- Cliquish
- Easily offended
- Generally aloof
- Often sullen

#### INITIATIVE

- Depends on others unduly
- Generally conforms
- Seldom initiates
- Frequently initiates
- Self-reliant
- Actively creative

#### TEAMWORK

- Frequently causes friction
- Seeks to dominate
- Seldom cooperative with others
- Usually cooperative
- Works well with others

#### EMOTIONAL STABILITY

- Inclined to be apathetic
- Somewhat over emotional
- Handles stress very well
- Frequently depressed or discouraged
- Well-balanced and controlled

ORDERLINESS OF WORK

PLACE

- Over neat to a fault
- Somewhat disorderly
- Cleans up after self
- Works in a mess
- Usually neat

ADAPTABILITY

- Unable to cope with a new situation
- Usually adjusts to change
- Slow in adjustment to change
- Adapts well to unusual circumstances

COMMUNICATION

- Faultfinding
- Argumentative
- Tactless
- Non-argumentative, tactful
- Speaks well of others

FLEXIBILITY

- Insists on doing things their way
- Has difficulty adapting to new/unusual tasks
- Willing to learn/try something outside his/her experience
- Evidences true servant spirit
- Accepts undesirable tasks with good spirit

WORKMANSHIP

- Uneven quality in work
- Most work poorly done
- Usually satisfactory workmanship
- Satisfactory workmanship
- Extremely good workmanship

LEADERSHIP

- Makes no effort to lead
- Tries but lacks ability
- Has leadership potential
- Good leadership ability

8. Please list below what you consider to be the three strongest personal/character strengths and weaknesses of the applicant:

Strengths

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Weaknesses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

9. How well does the applicant respond to stress? \_\_\_\_\_

10. Do you know anything about the applicant's past or present which would hinder his or her effectiveness as an employee of Camp Oak Hills? \_\_\_\_\_

11. If you were asked to have this person as a co-worker for several years, how would you respond? \_\_\_\_\_

12. As a camp staff, this person would, to varying degrees, guide and interact with youth. Would you consider this applicant qualified to guide your child or teenager? \_\_\_\_\_  
Please explain. \_\_\_\_\_

How do you rate the applicant's potential as an employee with Camp Oak Hills?

- Exceptional
- Superior
- Good
- Average
- Below Average

If you wish, please comment further, either elaborating on points already mentioned or summarizing your opinion of the applicant, on a separate sheet of paper.

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

Name \_\_\_\_\_ Position \_\_\_\_\_