

CONFIDENTIAL

# Employer Reference Questionnaire



1676 Crystal Lake Road  
Hughesville, PA 17737

877.252.5437 Toll Free  
570.584.0169 Fax  
camp@crystallakecamps.org Email  
crystallakecamps.org

### Return promptly to:

Nathan Bowen, Director  
Crystal Lake Camps  
1676 Crystal Lake Road  
Hughesville, PA 17737  
570.584.0169 Fax

### Please phone if you prefer to give a verbal response:

877.252.5437 Toll Free  
nathan@crystallakecamps.org Email

\_\_\_\_\_ has applied to work on the staff at Crystal Lake Camps this summer in the position of \_\_\_\_\_ . This person has given your name as a reference who could evaluate his/her past work experience. Please answer the questions below based on your experience with this individual. If you do not have sufficient knowledge of the applicant to answer any specific question, then please leave it blank. If you feel you do not know the applicant well enough to answer these questions, then please return this reference form to the applicant so that he or she may obtain a reference from someone else.

Dates you employed this applicant? \_\_\_\_\_

Why did the applicant stop working for you? \_\_\_\_\_

Would you hire this applicant again?  Yes  No Why?

Job title held by applicant \_\_\_\_\_

Job duties of applicant

Have you seen the applicant in a leadership role with children?  Yes  No If yes, please describe how the applicant relates to children:

Would you be willing to have your children under the applicant's supervision for a period of weeks in a camp situation?

To your knowledge, does the applicant use drugs, alcohol, or tobacco products?  Yes  No

To your knowledge, does the applicant have any proclivity toward child or sexual abuse?  Yes  No

To your knowledge, does the applicant use obscenities as part of his or her normal, everyday speech?  Yes  No

Please share any other information about this applicant that could help us make a hiring decision.

### Name & Address of person completing this reference form:

Last Name		First Name	Signature	
Permanent Address		City	State	Zip Code Country
Home Phone	Office Phone	Fax	Email address	

Please answer additional questions on reverse side.

Crystal Lake Camps, Inc. is a non-profit resident summer camp for Christian Scientists.

## Reference Questionnaire p.2

For each question, check the phrase that most accurately describes the applicant's habitual behavior with regard to that specific trait, or write your own description of his or her behavior.

**How well does this person apply energy and persistence in following a job through?**

- Needs much prodding to complete work
- Rather indifferent, does not finish job
- Completes assigned tasks of own accord
- Industrious, energetic, dependable at all times
- Unusual perseverance, does more than expected

**How well does individual work with associates and others for the good of the group?**

- Cooperates grudgingly; makes trouble – obstructionist
- Cooperates with others toward accomplishment of common cause
- Cooperates willingly and actively regardless of self-benefit; makes things go smoothly
- Exceptionally successful in working with others and inspiring confidence

**How well is the applicant able to direct and influence others along definite lines of action?**

- Poor leader, incapable of directing others
- Usually follows the lead of others
- Normally successful in directing and controlling others
- Very successful in leading others
- Exceptional leader; inspires others along desirable lines of action

**How responsible is applicant? Is he or she able to competently get things done independently?**

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

**How does this person react to suggestions or criticisms by supervisors or 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

**How well does individual put his/her principles and convictions into action?**

- Often fails to carry out convictions under adverse circumstances
- Acts according to convictions under normal circumstances
- Carries out principles and convictions constantly and boldly even in the face of obstacles

**How well does applicant control emotions?**

- Easily depressed, irritated or elated
- Tends to be over-emotional
- Tends to be unresponsive, apathetic
- Usually well-balanced
- Well-balanced