

CONFIDENTIAL

Job Qualification 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 and has given your name as someone who has knowledge of his or her qualifications for the job of _____. 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.

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Have you supervised, instructed, or coached the applicant in a skill related to the job the applicant has applied for?

Yes No If yes, what skill?

Describe the applicant's skill level in this area.

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

Have you seen the applicant instruct others? Yes No If yes, please describe the applicant's teaching ability:

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

Yes No If no, why not?

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.

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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