

WEST VIRGINIA BAPTIST CAMP AT COWEN SUMMER STAFF REFERENCE FORM (2 pages, print 4 copies)

Applicant Information

Name _____ Phone _____

Position applied for _____

Background Information

The West Virginia Baptist Camp at Cowen is owned and operated by the American Baptist Churches of West Virginia. The applicant named above has expressed interest in working for us this summer. We are encouraging you to give us your evaluation of this applicant as you have seen him/her live and perform on a daily basis.

It is our desire to hire a staff person who is trustworthy, caring and loving toward children, teens and adults. It is imperative that all summer staff are positive role models for children between the ages of 7 and 18.

Please print your responses. Thank you! We appreciate your feedback.

Referent Information

Your Name _____ Date Completed _____

Relation to applicant _____

Type of reference given: _____ Academic _____ Christian character
_____ Work _____ Pastor/Spiritual Leader

How long have you known this applicant? _____

Perceptions of Applicant - Please check your perceptions of the applicant.

1. Responsibility

- _____ Excellent - diligently follows through on all tasks
- _____ Good - follows through on tasks
- _____ Average - usually follows through on tasks
- _____ Poor - follows through on tasks when convenient

4. Leadership

- _____ Excellent - a leader of leaders
- _____ Good - contributes positively
- _____ Average - usually well balanced
- _____ Poor - ___ passive ___negative influence

2. Work Ethic

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

5. Emotional Stability

- _____ Excellent - exceptional stable consistent
- _____ Good - well balanced in most situations
- _____ Average - usually well balanced
- _____ Poor - ___excitable ___unresponsive

3. Judgment

- _____ Excellent - consistently makes wise decisions
- _____ Good - makes good decisions
- _____ Average - makes fair decisions
- _____ Poor - ___hasty decisions ___indecisive

6. Initiative

- _____ Excellent - will look for things to do
- _____ Good - will do what needs to be done
- _____ Average - will do the obvious
- _____ Poor - purposeless

7. Cooperation

- Excellent - deeply sensitive
- Good - generally concerned for others
- Average - cooperates when convenient
- Poor - difficult to work with

8. Integrity

- Excellent - consistently trustworthy
- Good - generally honest and true
- Average - may stretch the truth
- Poor - questionable

9. Communication

- Excellent - articulates in all groups
- Good - usually gets thoughts across well
- Average - gets thoughts across, may be hesitant
- Poor - difficulty articulating thoughts

10. Motivation

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

11. Appearance

- Excellent - outstanding first impression
- Good - well groomed, good first impression
- Average - fair first impression
- Poor - sloppy, negative first impression

12. Team Participation

- Excellent - outstanding group member
- Good - contributes positively in a group
- Average - usually contributes positively
- Poor - difficulty working in a group

13. Sociability - mark all that apply to the applicant

- | | | | |
|-------------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> gregarious | <input type="checkbox"/> withdrawn | <input type="checkbox"/> aggressive | <input type="checkbox"/> wise |
| <input type="checkbox"/> confident | <input type="checkbox"/> noisy | <input type="checkbox"/> hard to read | <input type="checkbox"/> meticulous |
| <input type="checkbox"/> arrogant | <input type="checkbox"/> perceptive | <input type="checkbox"/> contemplative | <input type="checkbox"/> spontaneous |
| <input type="checkbox"/> analytical | <input type="checkbox"/> humorous | <input type="checkbox"/> determined | <input type="checkbox"/> rude |
| <input type="checkbox"/> blunt | <input type="checkbox"/> mature | <input type="checkbox"/> excitable | <input type="checkbox"/> articulate |
| <input type="checkbox"/> shy | <input type="checkbox"/> entertaining | <input type="checkbox"/> assertive | <input type="checkbox"/> negative |
| <input type="checkbox"/> consistent | <input type="checkbox"/> hyperactive | <input type="checkbox"/> friendly | <input type="checkbox"/> caring |
| <input type="checkbox"/> helpful | <input type="checkbox"/> condescending | | |

14. What impresses you about this applicant? _____

15. How would you describe the applicant's Christian commitment? _____

16. What one challenge would you give to the applicant for their personal growth? _____

17. With which ages have you seen this applicant interact?

Infant Preschool Elementary Junior High High School College Adult

18. Have you observed him/her in any of the following capacities?

- | | | | |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Baby Sitter | <input type="checkbox"/> Coach | <input type="checkbox"/> Nursery Worker | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Campus Leader | <input type="checkbox"/> Music Leader | <input type="checkbox"/> Student Athlete | <input type="checkbox"/> Youth Group Advisor |

19. If you had a child of camper age (7-18), how would you feel about this applicant executing his/her duties with your child?

- | | |
|---|---|
| <input type="checkbox"/> Highly recommend | <input type="checkbox"/> Recommend with reservation |
| <input type="checkbox"/> Recommend | <input type="checkbox"/> Would not recommend for the position |

() I am completely comfortable recommending this applicant to work at the WV Baptist Camp at Cowen.

() I have personal comments I would like to make about this applicant. Please call me at: _____.

Signature _____ Date _____

Return this form to Jillene Narraway, 276 Baptist Camp Road, Cowen, WV 26206.