

Phantom Ranch Bible Camp

General Reference Form

Office Use Only
Date Received: _____
Date Reviewed: _____

Applicant, please complete the top portion of this form before passing on for evaluation.

This evaluation is for: _____
(Applicant's Name)

Check position(s) you are applying for:

- Counselor
 Kitchen
 Trip Guide
 Waterfront
 Maintenance
 Wrangler
 Leadership

I, _____, waive the right to review this form and agree to its complete confidentiality.

Signed By Applicant: _____ Date: _____

The above named applicant is applying for a role in the ministry of Phantom Ranch Bible Camp. The position will require flexibility, maturity, and the ability to be a Christ-like role model to others. Please bear in mind the involvement and responsibility that this person will undertake if accepted as they interact with other staff and children. Evaluate the applicant as you have seen them live and perform in the routine of daily living.

We appreciate your candid estimate of this applicant's qualities. This reference form will be used in conjunction with other referrals, a personal interview and an application. To aid us in the selection process we would appreciate your evaluation and specific comments regarding this applicant. This form continues on the back.

	Excellent	Above Average	Average	Below Average	Poor	Not Sure	General Impression <small>(Circle the words below that you believe to be applicable)</small>
Christian Influence							positive, passive, negative
Spiritual commitment							dedicated, growing, searching, uncommitted
Judgment							mature, adequate, inconsistent
Dependability							consistent, erratic, poor
Leadership potential							natural, latent, follower
Cooperation							consistent, erratic, poor, obstructive
Initiative and resourcefulness							confident, imaginative, preserving, lazy
Intellect							quick, teachable, average, slow to grasp material
Personality							extrovert, well-balanced, introvert, self-confident
Adaptability							flexible, open-minded, rigid, tactful, blunt
Personal presentation							well-groomed, relatively neat, careless, sloppy
Emotional stability							stable, self-controlled, easily disturbed, unstable
Industrious							organized, puts forth extra effort dependable, lazy,
Responsible							follows through, consistent, reliable, casual
Communication							eloquent, articulate, well-spoken, quiet, tongue-tied

(CONTINUED ON NEXT PAGE/SIDE)

Limitations: Listed below is some of the tendencies that, if present, although not disqualifying, may reduce effectiveness of the applicant's service. Candid information will assist us in our training and preparation of the potential staff member. Circle any traits that you have noted:

impatient, intolerant, argumentative, domineering, sullen, cocky, very critical, jokingly critical;

given to exclusive and absorbing friendship; lacking in humor, or inability to take a joke;

easily embarrassed, offended, discouraged, depressed or irritated;

frequently worried, anxious, nervous or tense; prejudiced toward groups, races or nationalities

Three strongest points

- 1. _____
- 2. _____
- 3. _____

Three possible limitations

- 1. _____
- 2. _____
- 3. _____

- How long have you known the applicant and in what capacity? _____

- Our staff members are expected to live under certain guidelines i.e. curfews, community standards, etc. Based on your knowledge of the applicant, please explain how you feel he/she would perform in such an environment. _____

- If you had a child of camper age, how would you feel about this applicant executing his/her duties with your child? _____

Strongly recommend Recommend Recommend with reservations Do not recommend

- Why or why not would you recommend this individual for a position at Phantom Ranch Bible Camp?

Signature of Referent: _____ Date: _____

Print Name of Referent: _____ Phone: _____

Thank you. Please send this reference form to:

**Phantom Ranch Bible Camp
W309 S10910 Hwy. I
Mukwonago, WI 53149
Phone: 262-363-6940 ♦ Fax: 262-363-6941**

www.phantomranch.org