



Quaker Haven Camp

SUMMER STAFF REFERENCE FORM

111 EMS D16C Lane Syracuse, IN 46567

info@quakerhaven.com (574) 834-4193



APPLICANT INFORMATION

Applicant Name _____ Phone (____) _____

BACKGROUND INFORMATION

Quaker Haven Camp is located in Syracuse, Indiana. Quaker Haven is a joint ministry of Indiana and Western Yearly Meeting to reach youth and families for Christ. The applicant named above has expressed interest in working this summer. We are encouraging you to give us your honest evaluation of the applicant as you have seen him/her live and perform on a daily basis. All references are confidential and will not be discussed directly with the applicant.

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 staff persons are positive role models for our guests. Please print your responses.

Thank you, in advance as your prompt feedback is greatly appreciated! You should have been supplied an addressed stamped envelope for your response.

REFERENT INFORMATION

Your Name _____ Phone (____) _____

How do you know the applicant? _____

How long have you known this applicant _____ Date completed _____

TYPE OF REFERENCE:

Academic

Christian character

Work

Pastor / Spiritual Leader

PERCEPTIONS OF APPLICANT - please check your perceptions of the applicant.

1. RESPONSIBILITY

- Excellent Diligent – follows through on all tasks
- Good Follows through on most tasks
- Average Usually comes through
- Poor Follows through on tasks when convenient

2. WORK ETHIC

- Excellent Puts forth the extra effort
- Good Will put forth what is expected
- Average Works enough to get by
- Poor Work?? What Work?

3. LEADERSHIP

- Excellent Takes leadership in most tasks
- Good Contributes positively
- Average Usually well balanced
- Poor Follows group wherever it goes

4. EMOTIONAL STABILITY

- Excellent Exceptionally stable, consistent
- Good Well balanced in most situations
- Average Usually well balanced
- Poor Excitable, influenced easily

5. PERSONAL APPEARANCE

- Excellent
- Good
- Average
- Poor

6. COMMUNICATION

- Excellent Articulates well in all groups
- Good Usually gets thoughts across
- Average May be hesitant
- Poor Difficulty in expressing self

7. INTEGRITY

- Excellent Consistently trustworthy
- Good Generally honest and true
- Average May stretch the truth to look better with peers
- Poor

8. COOPERATION

- Excellent Deeply sensitive to others
- Good Concerned for others
- Average Cooperates when convenient
- Poor Difficult to work with

9. MOTIVATION

- Excellent Highly self motivated
- Good Effectively motivated
- Average Usually purposeful
- Poor Needs a cattle prod

10. JUDGMENT

- Excellent Consistently makes wise decisions
- Good Makes good decisions
- Average Makes fair decisions
- Poor Usually makes hasty, poor decisions

13. SOCIABILITY - mark all which apply

- | | | | |
|--------------------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Well-mannered | <input type="checkbox"/> Friendly | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Unorganized | <input type="checkbox"/> Rude | <input type="checkbox"/> Healthy | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Immature | <input type="checkbox"/> Patient | <input type="checkbox"/> Thorough | <input type="checkbox"/> Blunt |
| <input type="checkbox"/> Sloppy | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Obedient | <input type="checkbox"/> Arrogant |
| <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Courteous | <input type="checkbox"/> Determined | <input type="checkbox"/> Goal Setter |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Tactful | <input type="checkbox"/> Shy | <input type="checkbox"/> Entertaining |
| <input type="checkbox"/> Wise | <input type="checkbox"/> Negative | <input type="checkbox"/> Blunt | <input type="checkbox"/> Meticulous |
| <input type="checkbox"/> Industrious | <input type="checkbox"/> Caring | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Organizer | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Timid | <input type="checkbox"/> Amusing |

11. TEAM PARTICIPATION

- Excellent Outstanding group member
- Good Contributes positively in groups
- Average Usually contributes
- Poor Difficult, solitary, not a team player

12. INITIATIVE

- Excellent Willing to look and finds things needed done
- Good Will do what needs to be done
- Average Will do the obvious
- Poor Needs to be told what to do

What impresses you most about this applicant? _____

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

Additional remarks you wish to make: _____

I prefer to discuss this applicant further. Please call me at _____

Signature Date

TO FORMER EMPLOYERS

In what capacity was applicant employed? _____

Dates of employment _____ to _____

Nature of termination: Resigned Discharged Left without notice Other _____
Would you re-employ? Yes No Never In a different capacity

APPLICANT PLEASE READ CAREFULLY BEFORE SIGNING

I authorize my former employers and any other persons, organizations, or references to provide current and accurate information about my background, and I release all concerned from any liability in connection therein.

Applicant Signature Date

Notice to Applicants: Federal and State law requires that all applications be considered without regard to race, religion, color, age, or national origin. We believe and fully support that principle of equal opportunity.



Quaker Haven Camp

SUMMER STAFF REFERENCE FORM

111 EMS D16C Lane Syracuse, IN 46567

info@quakerhaven.com (574) 834-4193



APPLICANT INFORMATION

Applicant Name _____ Phone () _____

BACKGROUND INFORMATION

Quaker Haven Camp is located in Syracuse, Indiana. Quaker Haven is a joint ministry of Indiana and Western Yearly Meeting to reach youth and families for Christ. The applicant named above has expressed interest in working this summer. We are encouraging you to give us your honest evaluation of the applicant as you have seen him/her live and perform on a daily basis. All references are confidential and will not be discussed directly with the applicant.

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 staff persons are positive role models for our guests. Please print your responses.

Thank you, in advance as your prompt feedback is greatly appreciated! You should have been supplied an addressed stamped envelope for your response.

REFERENT INFORMATION

Your Name _____ Phone () _____

How do you know the applicant? _____

How long have you known this applicant _____ Date completed _____

TYPE OF REFERENCE:

- Academic
- Work

- Christian character
- Pastor / Spiritual Leader

PERCEPTIONS OF APPLICANT - please check your perceptions of the applicant.

1. RESPONSIBILITY

- Excellent Diligent – follows through on all tasks
- Good Follows through on most tasks
- Average Usually comes through
- Poor Follows through on tasks when convenient

5. PERSONAL APPEARANCE

- Excellent
- Good
- Average
- Poor

2. WORK ETHIC

- Excellent Puts forth the extra effort
- Good Will put forth what is expected
- Average Works enough to get by
- Poor Work?? What Work?

6. COMMUNICATION

- Excellent Articulates well in all groups
- Good Usually gets thoughts across
- Average May be hesitant
- Poor Difficulty in expressing self

3. LEADERSHIP

- Excellent Takes leadership in most tasks
- Good Contributes positively
- Average Usually well balanced
- Poor Follows group wherever it goes

7. INTEGRITY

- Excellent Consistently trustworthy
- Good Generally honest and true
- Average May stretch the truth to look better with peers
- Poor

4. EMOTIONAL STABILITY

- Excellent Exceptionally stable, consistent
- Good Well balanced in most situations
- Average Usually well balanced
- Poor Excitable, influenced easily

8. COOPERATION

- Excellent Deeply sensitive to others
- Good Concerned for others
- Average Cooperates when convenient
- Poor Difficult to work with

9. MOTIVATION

- Excellent Highly self motivated
- Good Effectively motivated
- Average Usually purposeful
- Poor Needs a cattle prod

10. JUDGMENT

- Excellent Consistently makes wise decisions
- Good Makes good decisions
- Average Makes fair decisions
- Poor Usually makes hasty, poor decisions

13. SOCIABILITY - mark all which apply

- | | | | |
|--------------------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Well-mannered | <input type="checkbox"/> Friendly | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Unorganized | <input type="checkbox"/> Rude | <input type="checkbox"/> Healthy | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Immature | <input type="checkbox"/> Patient | <input type="checkbox"/> Thorough | <input type="checkbox"/> Blunt |
| <input type="checkbox"/> Sloppy | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Obedient | <input type="checkbox"/> Arrogant |
| <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Courteous | <input type="checkbox"/> Determined | <input type="checkbox"/> Goal Setter |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Tactful | <input type="checkbox"/> Shy | <input type="checkbox"/> Entertaining |
| <input type="checkbox"/> Wise | <input type="checkbox"/> Negative | <input type="checkbox"/> Blunt | <input type="checkbox"/> Meticulous |
| <input type="checkbox"/> Industrious | <input type="checkbox"/> Caring | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Organizer | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Timid | <input type="checkbox"/> Amusing |

11. TEAM PARTICIPATION

- Excellent Outstanding group member
- Good Contributes positively in groups
- Average Usually contributes
- Poor Difficult, solitary, not a team player

12. INITIATIVE

- Excellent Willing to look and finds things needed done
- Good Will do what needs to be done
- Average Will do the obvious
- Poor Needs to be told what to do

What impresses you most about this applicant? _____

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

Additional remarks you wish to make: _____

I prefer to discuss this applicant further. Please call me at _____

Signature

Date

TO FORMER EMPLOYERS

In what capacity was applicant employed? _____

Dates of employment _____ to _____

Nature of termination: Resigned Discharged Left without notice Other _____
Would you re-employ? Yes No Never In a different capacity

APPLICANT PLEASE READ CAREFULLY BEFORE SIGNING

I authorize my former employers and any other persons, organizations, or references to provide current and accurate information about my background, and I release all concerned from any liability in connection therein.

Applicant Signature

Date

Notice to Applicants: Federal and State law requires that all applications be considered without regard to race, religion, color, age, or national origin. We believe and fully support that principle of equal opportunity.