

**Suttle Lake United Methodist Camp
STAFF REFERENCE FORM**

Your complete references should be sealed in an envelope and signed across the seal on the outside of that envelope by the person who wrote the reference (not you). Please submit the two sealed envelopes containing your completed references with your application.

The two individuals you choose to serve as your reference are an important part of your application. Please think carefully about who you ask to fill them out. Choose individuals that you know well and who are familiar with your personal background, employment, education and/or service work. Your references should not be completed by a family member, co-worker, friend, or classmate. Consider asking a teacher, professor, or counselor; an employer or volunteer supervisor; or coach, clergy, mentor, or someone who is familiar with your extracurricular or volunteer activities.

TO THE APPLICANT: Complete the following information prior to giving this form to your references.

Applicant's Name: _____

Applicant's Address: _____

Home Phone: _____ School Phone: _____

TO THE REFERENCE: Suttle Lake United Methodist Camp is a ministry of the Oregon-Idaho Conference of the United Methodist Church. During the summer, the camp sponsors 13 UM Christian camping programs, and partners with the Presbytery of the Cascades to offer 7 additional Christian programs. The richness of the summer season is increased as we host several community organizations for retreats, for example: Hospice of Redmond, Sisters, and Grant County; Trips, Inc. providing camp experiences for adults with special needs; groups serving persons living with HIV/AIDS+, and a variety of ethnic and Anglo local congregations. The applicant, if hired, would be working and live in close community with 20-40 other staff and volunteers. Summer staff positions include head cook, an assistant cook, kitchen assistants, counselors and program staff. All staff members are expected to participate in all aspects of the summer activities in addition to being responsible for their work area.

The person named above has applying to be a Suttle Lake United Methodist Camp summer staff member and has listed you as a reference. Your candid input on his/her performance in the following areas will assist us in making a better hiring decision. All information provided will be held in strict confidence. NOTE: The applicant cannot be considered until this form is received.

Name of Reference: _____

Position / Title: _____

Organization / Institution: _____

Address: _____

Home Phone: _____ Work Phone: _____

Section I: Knowledge of Applicant

1) How long have you known the applicant? Years _____ Months _____

2) Describe how you know the applicant, and how well.

3) Describe the home or family background of the applicant.

4) Describe the applicants personality and character.

5) Would you be willing to have your own child under this applicant's leadership?

_____ Yes _____ No Comments: _____

6) To your knowledge, does the applicant use alcoholic beverages, marijuana or other drugs?

_____ Yes _____ No Comments: _____

Section II: Spirituality

A key element of our program is our Christian ministry and mission. Please comment on the applicant's desire to grow closer to God, ability to share faith verbally, and consistency in living out his/her beliefs.

Comments: _____

Section III: Limitations

Please underline any of the tendencies listed below which, if present, may reduce the effectiveness of the applicant's work and leadership. Consider if the applicant tends to be:

- Impatient, intolerant, domineering, "cocky", critical of others
- Easily embarrassed, offended, discouraged, depressed, irritated
- Prejudiced toward groups, sexes, races, nationalities
- Lacking in humor, unduly sensitive, unable to take a joke
- Given to exclusive and absorbing friendships or "crushes"
- Avoided by children, incapable of working with young people
- Overly engrossed with friends of the same sex, or opposite sex

Section IV: Character and Work Ethic

Please rate the applicant in the following

	Excellent	Above Average	Average	Below Average	Poor	Don't Know
Dependability						
Tact						
Flexibility						
Creativity						
Knows own limits						
Good role model						
Tolerant of differences						
Heavy Workload						
Handling emotions						
Conflict Resolution						
Positive Attitude						

Section V: Personal Qualifications

Please identify the characteristics listed below that best match your observations of the applicant, by checking the appropriate item under each category. Please do not check items with which you feel uncertain or have not had the opportunity to observe.

Leadership:

- Makes no effort to lead
- Tries but lacks ability
- Some leadership ability
- Good leadership ability
- Exceptional leadership ability

Intra-personal Appeal

- Avoided by others
- Tolerated by others
- Liked by others
- Well-liked by others
- Sought out by others

Emotional Stability

- Very immature
- Usually well-balanced
- Well-balanced
- Exceptionally well-balanced

Willingness to Serve:

- Reluctant to serve
- Usually willing to serve
- Eager to serve
- Devoted to service of others

Intelligence

- Learns and thinks slowly
- Average mental ability
- Alert; has a good mind
- Brilliant; exceptional capacity

Teamwork

- Frequently causes friction
- Prefers to work alone
- Usually cooperative
- Works well with others
- Most effective team member

Spiritual Maturity

- Relatively Superficial
- Rich and growing
- Mature in beliefs

Work Thoroughness

- Starts but does not complete
- Does only assigned work
- Meets average expectations
- Resourceful and effective
- Superior creative ability

Sensitivity

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Exceptional insight and consideration

Comments: _____

Section VI: Overall Recommendation

Overall, how would you rate the applicant? Please check one.

Exceptional, (a rare find)	Very Good, (no reservations at all)	Good, (better than many)	Recommend, (no strong feelings)	Might be okay, (some reservations)	Weak, (should be discouraged)

Additional comments, which should be considered with this application. *(Please use a separate sheet of paper if necessary).* _____

***Please return to applicant in a sealed envelope with your signature across the seal.
 Applications and references are due before March 20, 2008.***