# **REFERENCE QUESTIONNAIRE**

### **Completed by Teacher or Employer**

Mail to: Cooperstown Bible Camp, 11776 3rd St. SE, Cooperstown, ND 58425 Attn: Staff Reference or Email to: mail@cooperstownbiblecamp.com with "Staff Reference" in the subject line



**To the Applicant:** Please print your name and position applied for in the spaces below. Please provide a stamped and addressed envelope for each form. It is your responsibility to see that all forms are returned to Cooperstown Bible Camp.

**To the Reference Person:** Being a member of Cooperstown Bible Camp staff is not an easy task. There are certain traits beneficial to working in this intense summer ministry. Please answer the questions to the best of your knowledge, fully and honestly.

Name of Applicant		
Position Desired 1)	_2)	_3)

### **OBJECTIVE RATING:**

Under each general heading, check the phrase that most accurately describes the applicant's habitual behavior with regard to that specific trait. Please remember that it will be the truly exceptional person that ranks high in all categories.

#### 1. How well is the applicant able to direct and influence others?

- Poor leader; incapable of directing others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others

### 2. How well does the applicant work with others?

- Cooperates grudgingly; makes trouble; obstructionist
- Limited cooperation; neglects common good for own interests
- Cooperates with others towards accomplishment of goal
- Exceptionally successful working with others/inspires confidence

### 3. How does this person react to suggestions or criticisms by others?

- Takes criticism as a personal insult; resents suggestions
- □ Listens to suggestions but may act without considering them
- Follows suggestions willingly

**OBJECTIVE EVALUATION:** 

□ Asks for criticisms and suggestions

# 4. How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity?

- Fails to carry out convictions under stressful conditions
- Acts according to convictions in most situations
- Carries out principles and convictions constantly and boldly even in the face of obstacles

#### 5. How responsible is the applicant?

- Irresponsible even under supervision
- With constant supervision will do satisfactory job
- Needs detailed instructions with regular checks of work
- Carries out routine activity on own accord
- Exceptionally able to accomplish work without close supervision

#### 6. How well does this person apply energy and persistence in completing a task?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks on own accord
- Exceptional perseverance; does more than expected

### 7. How well does the applicant control emotions?

- Easily depressed, irritated or elated
- Occasionally unresponsive
- Unresponsive; apathetic
- Tends to be overly emotional
- Usually well-balanced
- Well-balanced

# 8. How would you describe the applicant's conduct with the opposite sex?

- Questionable, Often Given to Flirting
- Generally Good
- Above Reproach

With "1" as the lowest or poorest end of the scale and "10" as the highest or best, please check the appropriate number.

	Poor Average		Good	Superior	
	1	2	3 4 5	678	9 10
Teachability					
Promptness					
Ability to follow instructions					
Outgoing					
Emotional balance					
Ability to work with children					
Ability to work with youth					
Fulfilling obligations					
Sense of humor					
Temper control					
Ability to follow-through					
Enthusiasm					
Trustworthiness					
Tactfulness					
Leadership ability					
Ability to get along with others					
Friendliness					
Willingness to serve others					

### **NARRATIVE REPORT:**

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you lack personal state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items.	sonal
knowledge on a given topic, please say so.	

1. How long have you known the applicant? \_\_\_\_\_ In what capacity?\_\_\_

2. Would you be wi	lling to hire this perso	on to work in any of the	positions he/she i	is asking to be consi	idered for at Coop	perstown Bible Ca	amp? 🗖 Yes [	] No
Please explain why								

3. I expect the applicant's work to be (check one): 
SUPERIOR GOOD AVERAGE POOR

4. Would you be willing to place your child under the applicant's direct influence and care?  $\Box$  Yes  $\Box$  No

Please explain why. \_\_\_\_

5. Maturity of judgement. How does this person react in stressful situations, i.e. making decisions?

6. Dependability. Can he/she be relied upon? Does this person weaken in absence of supervision?

7. From your observation of the applicant, please list:

Three Strongest Points: \_\_\_\_

Three Weakest Points: \_\_\_\_\_

8. Are you recommending the applicant because of: (check one)

What he/she can contribute to Cooperstown Bible Camp

What Cooperstown Bible Camp can do for him/her

🖪 Both

9. 🗇 I recommend 📋 I do not recommend this person for a summer staff position. (check one)

10. Please provide any additional comments you feel will help us consider this applicant:

☐ If you feel there is additional information that would be best communicated over the phone; please check this box. A Cooperstown Bible Camp representative will contact you.

Signature	Date	_Title	
Organization	Phone		_(W)

If you have any further questions or concerns regarding this reference form, please call the office at (701) 797-2174 or email mail@cooperstownbiblecamp.com Thank you for your time!

(701) 797-2174 | mail@cooperstownbiblecamp.com www.cooperstownbiblecamp.com

Applications are not processed until all references have been returned.

Please return promptly: Cooperstown Bible Camp 11776 3rd St. SE, Cooperstown, ND 58425 or email mail@cooperstownbiblecamp.com

