



Pointing People Toward Christ  
5389 Rt. 447 CANADENSIS, PA 18325  
Phone: 570-595-7505 Fax: 570-595-0328  
www.sprucelake.org

## *Summer Staff Application Reference Form*

Applicant: \_\_\_\_\_ Position Sought: \_\_\_\_\_

The person listed above has applied for a position at Spruce Lake Retreat. Spruce Lake is a Christian Retreat Center, Outdoor School, Day Camp, and Wilderness Camp located in the Pocono Mountains of NE Pennsylvania. For more information on Spruce Lake see [www.sprucelake.org](http://www.sprucelake.org).

**The person listed above has given your name as a reference.** We need your help in doing a thorough background check on this individual. All references are confidential and will not be shared with the applicant. You may find it constructive to personally share your observations with the applicant. Please take a few moments to complete both sides of this form and return it by fax to 570-595-0328 or by mail to 5389 Rt. 447, Canadensis, PA 18325. If you are completing this reference on-line via our website simply submit when complete. **Returning this reference within a week** of receiving it will help us give the applicant fair consideration. Thank you!

### **Reference Information**

Your Name \_\_\_\_\_ Occupation \_\_\_\_\_

Phone \_\_\_\_\_ Current E-mail (please write clearly) \_\_\_\_\_

How long and in what capacity have you known this applicant? \_\_\_\_\_

### **Perceptions of Applicant:**

*Please answer thoughtfully by checking ONLY ONE box in each category that **BEST** describes the applicant.*

#### **Work Ethic**

- Lazy, not a hard worker
- Gets by, satisfactory worker
- Will put in a good day's work
- Industrious, Hardworking

#### **Attention to detail**

- Chaotic and Disorganized
- Manages with little detail orientation
- Organized and Orderly
- Perfectionist/ caught up with details

#### **Team Cooperation**

- Consumed with self
- Cooperation based on self interests
- Team player and cooperative
- Intuitively supports team and needs of others

#### **Relationship to Authority**

- Possesses defiant or rebellious tendencies
- Generally complies to authority/ strong willed
- Responds well to authority and guidelines
- Conscientiously supports authority and guidelines

#### **Integrity**

- I am unaware of the applicant's personal beliefs
- Beliefs seem inconsistent from actions
- Generally acts according to beliefs
- Consistently lives by beliefs

#### **Communication**

- Non-communicative, inarticulate
- Appropriate but not always articulate
- Articulate and appropriate
- Articulate but not always appropriate

#### **Emotional Management**

- Little emotional expression
- Emotionally balanced
- Exceptionally balanced and Intuitive
- Extremely emotional

#### **Relational Interaction**

- Outgoing with close relational circles
- Outgoing with open diverse relationships
- Introverted with few relationships
- Introverted with open diverse relationships

**Additional Comments or Clarifications:**

**Over->**

**Open Response Questions:** *A brief but thoughtful response to each question will be appreciated.*

Evaluate his/ her ability to function within a team, group, or community setting that may at times be stressful. What role do you generally see them in (leader, participant, side liner, center of attention)?

What do you consider his/ her strengths to be?

Where have you seen growth occurring within this individual? Where does this person have room for growth?

What is your understanding of this person's present faith in Jesus Christ, and relationship to a specific Christian church (for pastoral and character references)?

Is there anything that would be inappropriate for staff working with children and youth? (Criminal behaviors, Rebellious or violent tendencies, Substance use, inappropriate language, other negative behavioral patterns)?

Please check one. I would:

highly recommend     recommend     recommend with reservation     not recommend

*this person for the position they are seeking.*

Signature \_\_\_\_\_ Date \_\_\_\_\_