



Staff Applicant Reference Form

A staff applicant has listed you as a reference. We would appreciate your filling out this reference form with honesty and fair information based on your knowledge and relationship with the person. Please leave blank any questions you are not qualified to answer. This reference form is confidential by agreement of applicant.

NAME OF APPLICANT _____ DATE _____

POSITION APPLYING FOR _____

YOUR NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

LENGTH OF TIME YOU HAVE KNOWN APPLICANT _____

YOUR RELATIONSHIP TO THE APPLICANT: (please check one)

PASTOR EMPLOYER PARENT(S) SPOUSE FRIEND CO-WORKER

1. Please evaluate the applicant in regard to the following abilities/characteristics by circling the appropriate number; 1 being poor, 5 being excellent. Additional comments are appreciated.

					COMMENTS	
Honesty/Integrity	1	2	3	4	5	_____
Dependability	1	2	3	4	5	_____
Positive work ethic	1	2	3	4	5	_____
Attitude toward authority/superiors	1	2	3	4	5	_____
Ability to work with others	1	2	3	4	5	_____
Can they work without supervision	1	2	3	4	5	_____
Teachability	1	2	3	4	5	_____
Tact	1	2	3	4	5	_____
Judgment	1	2	3	4	5	_____
Courtesy	1	2	3	4	5	_____
Do they begin on time	1	2	3	4	5	_____
Organizational/planning skills	1	2	3	4	5	_____
Ability to manage money	1	2	3	4	5	_____
How do they respond to correction	1	2	3	4	5	_____
Do they take responsibility for their mistakes	1	2	3	4	5	_____
Sense of humor	1	2	3	4	5	_____
Physical condition	1	2	3	4	5	_____
Attitude toward opposite sex	1	2	3	4	5	_____

Complete both sides

Relationship to immediate family	1	2	3	4	5
Ability to influence others	1	2	3	4	5
Biblical understanding	1	2	3	4	5
Leadership potential	1	2	3	4	5
Leadership ability demonstrated	1	2	3	4	5
Do they know when to be serious and when to play	1	2	3	4	5
Do youth listen to/admire the applicant	1	2	3	4	5
Communication skills:					
Large group speaking	1	2	3	4	5
Small group leadership	1	2	3	4	5
Personal interaction	1	2	3	4	5
Writing	1	2	3	4	5

2. What strengths would the applicant bring to On The Edge Adventures? _____

3. What areas does the applicant need to improve in? _____

4. How do they handle disappointment? _____

5. Do they work best in a structured or unstructured environment? _____

6. Do you recommend the applicant for this position? _____Yes _____No

If yes, is it because of what he/she can contribute to our work, what we can do for him/her, or both?

_____What applicant can do for us _____What we can do for him/her _____Both

Signature _____ Date _____

Please return this form to:

ON THE EDGE ADVENTURES
P.O. BOX 166
RHODODENDRON, OR 97049

Mark envelope: Personal & Confidential

Thank you!