



Confidential Reference Form – School or Work

Name of Applicant _____

Applying for this Staff Position: _____

Name of Reference Person _____

Phone _____

Your Organization and Position _____

Email _____

Please answer the following questions to the best of your knowledge about the applicant.

Place an "X" next to the descriptor that most describes the applicant.

	"Not very"	"Somewhat"	"Adequately"	"Very"
Teachable				
Able to follow instructions				
Responsive to authority				
Capable to work with children				
Capable to work with teens				
Able to cooperate with others				
Trustworthy				
Honest				
Able to lead others				
Self-confident				
Self-controlled (able to control emotions, desires, actions)				
Responsible (dependable, prompt, fulfilling obligations)				

1) How long have you known the applicant?

2) In what context do you best know the applicant?

3) On what basis do you best know the applicant?

- ___ one-on-one
- ___ small group (2-29)
- ___ medium group (30-99)
- ___ large group (100+)

4) Describe what you observe in this individual as he/she participates in a particular group (leadership roles, initiative, attendance, etc.).

Place an "X" at the point on the continuum that best describes the applicant:

- 1) How does the applicant act around others?
Reserved -----Outgoing
- 2) How does the applicant most often show enthusiasm?
Loud-----Quiet
- 3) How easy does it seem for the applicant to be friendly to people he/she doesn't know?
Not easy-----Easy
- 4) How does the applicant tend to handle difficult situations?
Diplomatically-----Bluntly
- 5) How is the applicant typically motivated to carry out responsibility?
Self-motivated-----Motivated by others
- 6) How easy does it seem for the applicant to make careful, wise decisions?
Easy-----Not easy

5) If you have any knowledge of this applicant's spiritual/religious life, please provide any helpful comments.

- 6) Would you trust this individual to guide and care for your child in a one-on-one/group setting? ___yes ___no
- 7) To your knowledge, has this applicant ever been expelled or suspended from school or employment, or charged with, arrested for, or convicted of any offense or the violation of any statute or law? ___yes ___no
- 8) Do you have any concerns about this applicant's emotional and mental stability that would affect his/her ability to interact with the staff and work with kids? ___yes ___no (Please explain any concerns.)
- 9) I would ___strongly recommend ___recommend ___recommend with some reservations ___not recommend hiring this applicant.
What specific reason would you give for your level of recommendation?

I have completed this reference for the applicant to the best of my knowledge.

Signature of Reference Person

Date

Mail your reference to:
WLD RANCH
7351 Woolsey Rd.
Girard, PA 16417