



Men-O-Lan
Christian Camp and Retreat Center
1415 Doerr Rd
Quakertown, PA 18951

C o n f i d e n t i a l

Reference Form for Staff Applicant

Name of applicant _____ Today's date _____
Position(s) applied for _____
Name of Reference _____ Phone #(____) _____
What is your relationship to this applicant? _____

Please give careful consideration to the ratings and questions below. Your statements will be considered confidential. For each question please check the box which indicates the most appropriate response.

1. Leadership Skills

- Poor leader; incapable of directing others
- Usually follows rather than leads
- Has little difficulty in leading others
- Quite capable of leading others
- Exceptional leader: easily obtains the cooperation of others

2. Ability to work with others (team player)

- Usually uncooperative-wants things done in his/her own way
- Gives limited cooperation: tends to look after own interests
- Usually willing to cooperate for the good of the group or a cause
- Selflessly cooperates: earnestly desires to help make things go well
- Works exceptionally well with others

3. Reactions toward criticisms or suggestions by others

- Takes criticism as a personal insult
- Resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Seeks the counsel and suggestions of others asking for ideas

4. Responsibility

- Highly irresponsible even when closely supervised
- Will do satisfactory work with constant supervision
- Generally requires detailed instructions
- Carries out routine activity with little supervision
- Exceptionally responsible -works without supervision

5. Personal beliefs and convictions

- Does not carry out convictions and beliefs when tested
- Generally acts according to professed beliefs
- Consistently lives by beliefs regardless of the circumstances

6. Persistence with completing assigned tasks

- Often needs a push to get the job done
- Very seldom completes what he/she starts
- Usually follows through on an assigned task with little encouragement
- Quite diligent and extremely dependable
- Exceptional determination; often does more than expected Continued on reverse side

7. Emotional stability

- Frequent mood changes without apparent reason
- Tends to be over-emotional
- Unemotional, dispassionate
- Usually well-balanced
- Well-balanced
- Exceptionally balanced between responsiveness and control

How long and in what capacity have you known the applicant?

Are you aware of any reason why this applicant should not work with children/youth?_____ If yes, please elaborate.

What is your understanding of this persons maturity in their Christian life, their personal faith in Christ, and their relationship to a specific Christian church?

What do you see as this persons strengths?

What type of people does the applicant have as close friends? How would you describe the types of people the applicant generally associates with?

Would you be happy to have this person as your child's counselor, or other camp staff member? Explain.

Any other comments or concerns?

Check here if you prefer we call you to discuss this applicant. Best time to call:_____

Date_____ Signature_____ ph. #_____

Please return to Program Department.

If you would prefer that we do this reference check over the phone please contact James Hite Program Director.

Camp Men-O-Lan
Attention James Hite
1415 Doerr Rd.
Quakertown, PA

Call 215-679-5144, ext. 23 or
Email jhite.menolan@gmail.com