

Canby Grove/Discovery Outfitters Support Staff/Volunteer Reference Form

APPLICANT INFORMATION **COMPLETE THIS SECTION BEFORE GIVING THIS FORM TO REFERENCE**

Name _____ Phone (____) _____ Position applied for: _____

Applicant: Please provide the above information, sign below and give a copy to each of your three references along with a stamped envelope addressed to Canby Grove/Discovery Outfitters (attention: Program Specialist). A reference must be someone who knows you well and is 20 years of age or older. At least one reference should be a Christian worker (i.e., pastor, small group leader, teacher, etc.). **Note:** We cannot process your application until we have received all of your references. It is not our responsibility to contact late references.

Waiver Statement: "I authorize the release of the disclosed information by the person completing this reference form. And waive any right or privilege to inspect or challenge the contents. I understand that the administrative employees of Canby Grove will hold this information in strict confidence and that it will not be released to anyone else without the permission of the applicant, except when such disclosure is required by law"

Signature of Applicant: _____ Date _____

Mail: Program Specialist, PO Box 1264 Canby, OR 97013 **Phone:** 503-266-5176 **Fax:** 503-266-9970 **Email:** summerstaff@canbygrove.com

REFERENCE INFORMATION **Note: The information you provide in this reference will be held in confidence**

Name _____ Position _____ Organization _____

Work Phone (____) _____ Home Phone (____) _____ Fax (____) _____

Address _____ City _____ Zip _____ E-Mail: _____

Please provide the following information about the applicant to the best of your knowledge, and mail – or preferably fax – this form as soon as possible. Please be aware that we cannot process this person's application until we have received this form from you. If you need more space for additional comments, please add on a separate sheet.

YOUR EXPERIENCE WITH THE APPLICANT

- How long have you known the applicant? _____ in what capacity / relationship? _____
- How well do you know the applicant? ___ not very well ___ fairly well ___ very well ___ very close relationship
- How recent is your contact with this individual? ___ more than a year since corresponding ___ haven't seen the person for a year ___ we have interacted in person in the past year ___ current and regular contact
- Have you had the opportunity in the past eight months to observe the applicant in a leadership role with children and teens? ___ yes ___ no. How well has the applicant managed these responsibilities? _____

SPIRITUAL LIFE AND CHARACTER (Please complete if this relates to your experience with the applicant)

- What evidence have you seen of the applicant's growing relationship with Christ over the last year? _____
- Please describe any areas in which you would like to see the applicant develop further spiritually or in character, or any concerns you have about his or her current beliefs, attitudes or morals _____
- Please describe any problems the applicant is facing that you feel we should be aware of, or any current limitations that would restrict his or her involvement in ministry. _____
- Do the applicant's current friendships have a positive or less than positive influence on him or her? Please explain. _____

CHURCH INVOLVEMENT

- What are your observations about how the applicant is currently serving and giving leadership in church and para-church ministries? _____
- Has the applicant's ministry involvement moved ahead or has it digressed over the past year? ___ greater ___ less
Comments _____

RECOMMENDATION

- Would you be pleased to have your own children in the care of this individual? ___ yes ___ no. Why or why not? _____

PERSONAL EVALUATION For each of the following characteristics, please circle the number that best describes the applicant

SPIRITUAL DISCIPLINES					Comments are very helpful
Christian witness	inconsistent 1	2	good role model 3	4	
Personal devotional life	irregular 1	2	consistent 3	4	diligent 5
Spiritual maturity	immature 1	2	mature for age 3	4	excellent level of maturity 5
Loves others	unaware 1	2	cares for others 3	4	compassionate 5
PERSONALITY CHARACTER / HEALTH					
Confident	Shy 1	2	outgoing 3	4	sought after by others 5
Emotional Stability	Unpredictable 1	2	stable 3	4	very balanced 5
Self-Control	Undisciplined 1	2	usually disciplined 3	4	very self-disciplined 5
Integrity	Low morals 1	2	consistent morals 3	4	above reproach 5
Policies and guidelines	Might ignore a few rules 1	2	respectful 3	4	will help enforce 5
Health & wellness	Some limitations 1	2	generally good health 3	4	physically fit 5
Attitude	Often negative 1	2	works on attitude 3	4	Very positive 5
LEADERSHIP / MINISTRY					
Work ethic	Lazy 1	2	works well 3	4	above and beyond 5
Constructive Criticism	Defensive 1	2	open & listens 3	4	highly responsive 5
Initiative	Needs prodding 1	2	works without being asked 3	4	excellent initiative 5
Leadership	Follower 1	2	leader when necessary 3	4	natural leader 5
Commitment	Does bare minimum 1	2	average level of commitment 3	4	above and beyond 5
Support of leadership	Often critical 1	2	generally supportive 3	4	very supportive 5
Response to authority	Authority issues 1	2	compliant 3	4	willing & ready 5
Heart for ministry	Little evidence 1	2	eager & motivated 3	4	very passionate 5
Communication skills	Low 1	2	clearly expresses self 3	4	articulate 5
RELATIONSHIPS					
With people in authority	Abrasive 1	2	healthy balance between working relationship and friends 3	4	5
Social maturity	Often immature 1	2	mature for age 3	4	very mature for age 5
Compassion	Insensitive 1	2	sensitive 3	4	Extremely compassionate 5
Conflict resolution	Holds grudges 1	2	seeks resolution 3	4	initiates forgiveness 5
Respected by peers	Tolerated 1	2	well-liked 3	4	looked up to by peers 5
Team player	Works alone 1	2	appreciates team-work 3	4	great-team player 5

Name of Reference: _____ Signature: _____ Date: _____ contact me _____