



Summer Staff Reference Form

_____ has applied for a position with Circle V Ranch Camp.

(Name of Applicant)

He/she is applying to serve with us as _____ and has given your name as a reference.
(position applying for)

To help us evaluate his/her potential for service on our staff, would you please complete this form and return it to the above address listed. This information will be treated confidentially, so we would appreciate your honest opinion. If you do not feel that you know the applicant well enough, or his/her ability in a particular area, please circle the "?" for any of the responses you are not knowledgeable about. Circle the appropriate numbers that reflect your honest opinion. Please add any comments in the space provided below each question if you wish to clarify or expand on your answer.

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

Do you know the applicant on a one-on-one basis or in a group context? _____

If in a group, what size and type? _____

JOB PERFORMANCE	Superior	Good	Average	Fair	Poor	Don't Know
1. Quality of work performance	5	4	3	2	1	?
2. Imagination, resourcefulness, & initiative	5	4	3	2	1	?
3. Ability to work well with others	5	4	3	2	1	?
4. Ability to relate well with children	5	4	3	2	1	?
5. Cooperation with supervisors	5	4	3	2	1	?
6. Responsible & dependable	5	4	3	2	1	?
7. Leadership	5	4	3	2	1	?
8. Uses good judgment	5	4	3	2	1	?

PERSONAL CHARACTERISTICS & QUALITIES

1. General appearance & neatness	5	4	3	2	1	?
2. Health, energy, & endurance	5	4	3	2	1	?
3. Emotional maturity & stability	5	4	3	2	1	?
4. Willingness to learn	5	4	3	2	1	?
5. Social ability & friendliness	5	4	3	2	1	?
6. Spiritual maturity & stability	5	4	3	2	1	?
7. Honesty & integrity	5	4	3	2	1	?



CIRCLE V RANCH CAMP

Est. 1945

Please place an "X" along the line to indicate where you feel the applicant's personality best fits between the two extremes.

Extrovert _____ Introvert

Detailed _____ General

Rigid _____ Flexible

Loud _____ Quiet

High Energy _____ Low Energy

Talker _____ Listener

Please list areas of strength that you feel the applicant has: _____

Please list areas that you feel are in need of improvement: _____

If you have any other comments you would like to add to help us evaluate this applicant, please use the space provided below: _____

Please indicate your recommendation for the applicant:

Highly recommend Recommend Recommend with reservation Do not recommend

What reason would you give for hiring or not hiring this applicant? _____

Please provide the following information, Are you 18 years or older? Yes _____ No _____

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please mail to:

Circle V Ranch Camp
Attn: Ray Lopez
2550 Highway 154
Santa Barbara, CA 93105

OR

Fax: (805) 693-8452
Email: rlopez@svdpla.org