

Reference Form for Persons Seeking Employment at Jumonville

... a Premiere Christian Camp, Conference, & Retreat Center

TO THE APPLICANT: Complete this section of the form prior to submitting it to your reference.

Applicant's Name: _____
Last
First
Middle

I am applying for the position(s) of _____ at Jumonville.

Circle One: I HAVE/HAVE NOT waived my right to see my recommendation.

Signature of applicant: _____ Date: _____

RATING FORM

TO THE RECOMMENDED: Please make an honest judgment of the qualities of this individual. Rate them on each characteristic by placing a check mark () in the appropriate block or by underlining the word or phase which provides the most accurate description. Use several words or phrases in each line or make additions or deletions as necessary.

PERSONALITY:

Consider your reaction to this person's poise, mannerisms, ability to make a pleasant impression.

Makes favorable impression	No particular impression. Colorless.	Somewhat irritating. Unfavorable impression.	Very favorable impression. Outstanding
----------------------------	-----------------------------------------	-------------------------------------------------	-------------------------------------------

Comments:

INITIATIVE:

Consider the ease with which this person approaches a new situation and carries the work to completion.

Needs occasional stimulation.	Entirely self-motivating.	Capable of routine work only.	Depends wholly on others.
-------------------------------	---------------------------	-------------------------------	---------------------------

Comments:

COOPERATIVENESS:

Consider attitude & ability to work w/others, receptiveness to suggestion & criticism.

Too individualistic. Not a team worker, causes conflict in a group.	Can do satisfactory work with others, but tends toward being individualistic.	Works well with others. Very adaptable.	Inspiring to others. Very cooperative. Strong force for group morale.
------------------------------------------------------------------------	-------------------------------------------------------------------------------	--------------------------------------------	-----------------------------------------------------------------------------

Comments:

RESPONSIBILITY:

Consider the degree to which this person is dependable, prompt, accurate & conscientious.

Avoids responsibility. Satisfied just to get by. Sometimes unreliable. Indifferent.	Needs occasional stimulations. Does routine work well under supervision.	Does an excellent job on all assignments. Completely dependable.	Works hard if interested.
----------------------------------------------------------------------------------------------	--------------------------------------------------------------------------	---------------------------------------------------------------------	---------------------------

Comments:

MENTAL & VERBAL ABILITY:

Consider this person's understanding of new concepts and ability to express thoughts.

Exceptional ability to think reflectively. Unusual faculty of clear expression.	Grasps problems and ideas readily. Better than average expression.	Somewhat slow in grasp of problems and ideas. Writes and speaks with average clarity.	Mentally dull, poor response to questions. Oral and written expression confusing.
------------------------------------------------------------------------------------	-----------------------------------------------------------------------	------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------

Comments:

MATURITY:

Consider the degree to which this person has developed adult habits.

Shows exceptionally good judgement. Very mature for age.	Has patience to persevere. Is adjusted. Appears stable.	Displays average maturity for age.	Seems immature.
-------------------------------------------------------------	------------------------------------------------------------	------------------------------------	-----------------

Comments:

Jumonville Employment Reference (continued)

EMOTIONAL STABILITY:

Consider direction and control of this person's emotional response: evenness of disposition & mood: personal & social adjustment.

Stable in ordinary situations but disorganized by problems. Apt to worry.	Tends to be over emotional. Tension evident.	Well-adjusted to self and others. Evenness of disposition	Very stable; always well controlled and predictable.
------------------------------------------------------------------------------	-------------------------------------------------	-----------------------------------------------------------	------------------------------------------------------

Comments:

SOCIAL SENSITIVITY:

Consider this person's understanding of reactions & feelings of individuals/groups, & the ability to make an effective response.

Often not alert to other people's feelings.	Exceptionally sensitive and responsive to feelings of others.	Sensitive to other individuals and responsive to them.	Sometimes shows social sensitivity; not always able to respond affectively to feelings and reactions of others.
---------------------------------------------	---------------------------------------------------------------	--------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

Comments:

POTENTIAL:

Consider the applicant's potential in this position.

Shows administrative ability, sensitivity, is natural leader, has high ambition. Excellent potential.	Demonstrates self-reliance, initiative. Has ability to lead.	Would be a valuable employee but has limited potential. Follows majority.	Unresolved personal problems. May handicap dealing with people.
----------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------	------------------------------------------------------------------------------	-----------------------------------------------------------------

Comments:

Supplement rating with comments about the applicant. Cover qualities rated and other characteristics important in work with people.

Place a check mark to indicate your reaction if you were in a position to employ this applicant.

- | | |
|---------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> employ eagerly | <input type="checkbox"/> employ with reluctance |
| <input type="checkbox"/> employ with satisfaction | <input type="checkbox"/> would not consider employing |

Please circle one to indicate how well you know this person.

Know very well through personal contacts outside classroom or office.

I am a relative.

Know fairly well through classroom or office contacts only.

Have general acquaintance. Do not know well enough to rate.

I am a close family friend.

Signature of Reference		Position	
Institution or Business		Date	
Address		Work Phone #	
		Home Phone #	

Thank you!

Please return to: **Jumonville**
887 Jumonville Rd.
Hopwood, PA 15445