

# Request for Reference

## Cross Trails Ministry

Lutheran Camp Chrysalis • Ebert Ranch Camp • Off-Site Programs  
391 Upper Turtle Creek Road Kerrville, Texas 78028  
830.257.6340 Phone • 830.257.3060 Fax • www.crosstrails.org



**\*Confidential\***

The person named below is applying through Cross Trails Ministry for a Summer 2011 position at Lutheran Camp Chrysalis, Ebert Ranch Camp, or Day Camp programs. Each of these camps offer Christian youth summer programs. We are looking for mature, responsible persons to work with both young people and adults. Our staff lives closely with others and must be willing to challenge themselves spiritually, physically, and emotionally.

Your name has been given as a reference for this applicant. We appreciate your time and consideration in completing this form. Our supervisory staff may make a follow-up phone call at a later time. All responses will be kept confidential.

### To Be Completed by the Applicant

Printed Name of Applicant: _____
Address of Applicant: _____
Phone Number of Applicant: _____
Position Applied For: _____
Printed Name of Reference: _____
Position/Title/Relationship to Applicant: _____
I hereby authorize the above request for information, and release all parties from liability for any damage that may result from furnishing this information. I understand that the information given will be kept confidential between Cross Trails Ministry and the Reference.
<b>Signed:</b> _____ <b>Date:</b> _____

### To Be Completed by the Reference

How well and in what capacity do you know the applicant?	
If you are a past or present employer of the applicant, please complete the following:	
Dates applicant was employed: _____	
Name of organization/company: _____	
Position and responsibilities: _____	
Reason for leaving (if applicable): _____	
Would you rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No If no please explain: _____	
Would you feel comfortable with the applicant caring for your child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, to your knowledge, used alcohol to excess or illegal drugs? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any inappropriate sexual contact between the applicant and any person with whom he or she has worked or volunteered? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Qualities	Superior	Good	Average	Fair	Poor
Integrity: To conduct oneself according to a sense of what is right and wrong					
Initiative: To do something because it needs to be done					
Flexibility: The ability to alter plans when necessary					
Perseverance: To continue in spite of difficulties					
Organization: To plan, arrange, and implement in an orderly way					
Sense of Humor: To laugh and be playful without hurting others					
Effort: To try one's hardest through difficulties					
Common Sense: To use good judgment and be reflective					
Problem Solving: To seek solutions in difficult situations					
Responsibility: To respond when appropriate, to be accountable for one's actions					
Patience: To wait calmly for someone or something					
Friendship: To make and keep a friend through mutual trust and caring					
Cooperation: To work together toward a common goal or purpose					
Caring: To feel concern for others and oneself					
Maturity: To display emotional stability and a balanced outlook					
Communication: To effectively articulate needs, joys, and concerns					
Expression of Faith: To share through action and verbal communication					
Working with Children: To engage youth as a role model, mindful of their needs					
Overall Attitude/Enthusiasm: To stay positive, uplifting, and supportive					

Please Feel Free to make Additional Comments below regarding any of the aforementioned topics or other information you would like to provide.

Recommendation:

HIRE

QUESTIONABLE

CANNOT RECOMMEND

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Good Times to Call: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

*An expedient reply is requested as the applicant cannot be considered for employment until this form has been completed and returned to the camp office. We appreciate your time!*