

# *Camp Moses Merrill*

## **STAFF REFERENCE QUESTIONNAIRE**

*(Completed by Reference of Choice)*

**To the Applicant:**

Please print your name and position applied for in the spaces below. Please provide a stamped and addressed envelope for each form. It is your responsibility to see that all forms are distributed and returned to Camp Moses Merrill.

**To the Reference Person:**

Being a member of the Camp Moses Merrill Staff is not an easy task. There are certain traits beneficial to working in this intense summer ministry. Please answer the questions to the best of your knowledge, fully, and honestly.\*\*

Name of Applicant: \_\_\_\_\_

Position applying for: \_\_\_\_\_

I hereby waive my right to examine the following recommendation

\_\_\_\_\_  
(Applicant's Signature (optional\*\*))

**OBJECTIVE RATING**

This person is applying for a position on our Summer Staff Team at Camp Moses Merrill. This position will involve a wide range of responsibilities in the service area on our camp's grounds. Please fill out the following with that in mind. Under each general heading, check the phrase that *most accurately* describes the applicant's habitual behavior with regard to the specific trait. Please remember that it will be the truly exceptional person that ranks high in all categories.

1. How responsible is the applicant? Able to competently get things done on their own?

- Irresponsible even under supervision
- With constant supervision will do satisfactory job
- Needs detailed instructions with regular checks of work
- Carries out routine activity on own responsibility
- Exceptionally able to accomplish work without close supervision

2. How well does this person apply energy and persistence in completing a task?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks of own accord
- Exceptional perseverance; does more than expected

3. How does this person react to suggestions or criticisms by others?

- Takes criticism as a personal insult
- Resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Asks for criticisms and suggestions

4. How well does the applicant work with associates and others for the good of the group?
- Cooperates grudgingly; makes trouble - obstructionist
  - Gives limited cooperation; neglects common good for own interests
  - Cooperates with others towards accomplishment of common cause
  - Exceptionally successful in working with others and inspiring confidence
5. How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity?
- Fails to carry out convictions under stressful conditions
  - Acts according to convictions in most situation
  - Carries out principles and convictions constantly and boldly even in the face of obstacles
6. How well does the applicant control emotions?
- Easily depressed, irritated or elated
  - Tends to be overly emotional
  - Unresponsive; apathetic
  - Tends to be unresponsive
  - Usually well-balanced
  - Well-balanced
7. How well is the applicant able to direct and influence others along definite lines of action?
- Poor leader; incapable of directing others
  - Usually follows the lead of others
  - Normally successful in directing and leading others
  - Very successful in leading others
  - Exceptional leader; inspires others along desirable lines of action

## NARRATIVE REPORT

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you lack personal knowledge on any given topic, please say so.

1. Would you be willing to hire this person to work in any of the positions he/she is asking to be considered for at Camp Moses Merrill? **Yes** **No**  
Please explain why \_\_\_\_\_  
\_\_\_\_\_
2. I expect the applicants work to be: **SUPERIOR** **GOOD** **AVERAGE** **POOR**

3. Maturity of judgment - How does this person react in stressful situations, i.e. making decisions? \_\_\_\_\_  
\_\_\_\_\_

4. Dependability - Can he/she be relied upon? Does this person weaken in absence of authority? \_\_\_\_\_  
\_\_\_\_\_

5. How long have you known the applicant? \_\_\_\_\_  
In what capacity? \_\_\_\_\_

6. Please comment on the applicant's spiritual life.  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you recommending the applicant because of: (check one)

- What he/she can contribute to Camp Moses Merrill
- What Camp Moses Merrill can do for him/her
- Both

8. Please check one concerning this person for a summer staff position:

- I recommend
- I do not recommend

9. Please provide any additional comments you feel will help us consider this applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you feel there is additional information that would be best communicated over the phone, please check this box. A Camp Moses Merrill representative will contact you.

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

Organization \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ (H) Phone (\_\_\_\_) \_\_\_\_\_ (W)

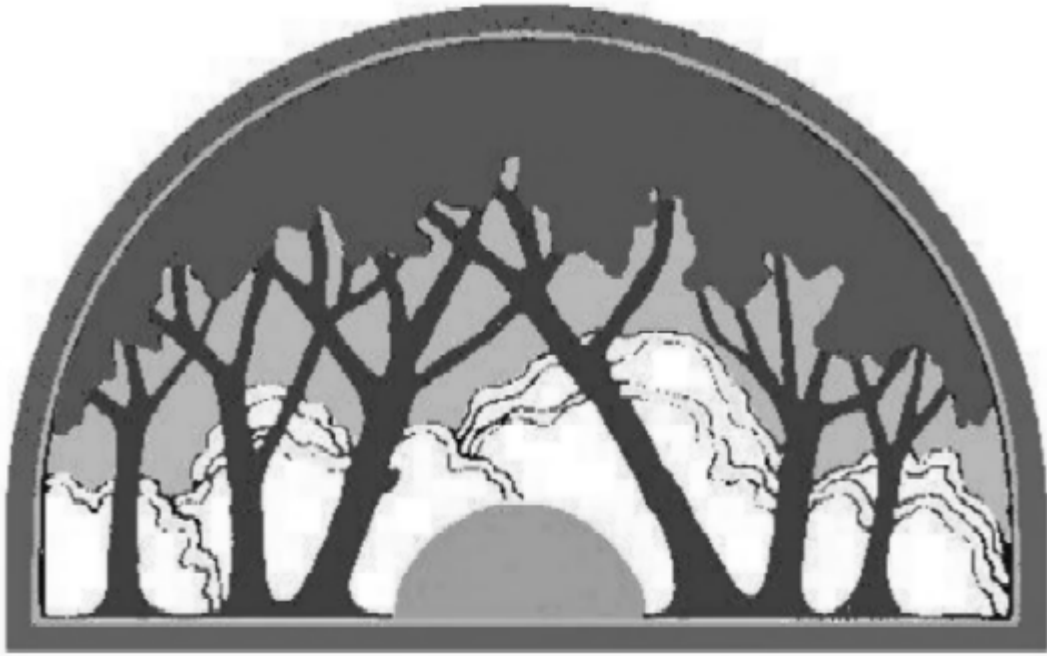
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

If you have any further questions or concerns regarding this reference form, please call the office at (402) 666-5639. **Thank you for your time!**

**Please Return Promptly to:**

Summer Staff  
Camp Moses Merrill  
2849 County Road 31  
Linwood, NE 68036

\*\*Federal law gives applicants the option to waive their rights to see specific letters of recommendation. If the applicant has not signed the waiver statement on the reverse side, we will assume that you are giving the information with full knowledge that the applicant may see it. If the above waiver is signed, the information will remain confidential. 1/05



# *Camp Moses Merrill*

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*(Completed by Pastor or Christian Worker)*

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(Applicant's Signature (optional\*\*))

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- 
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What Camp Moses Merrill can do for him/her

Both

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I do not recommend

2. Please provide any additional comments you feel will help us consider this applicant:  
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\_\_\_\_\_  
\_\_\_\_\_

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

Organization \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ (H) Phone (\_\_\_\_) \_\_\_\_\_ (W)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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