



**EMPLOYEE REFERENCE FORM**  
 Lutherans Outdoors in South Dakota  
**PLEASE RETURN WITHIN ONE WEEK OF RECEIVING THIS.**

TO THE APPLICANT: I hereby release from any and all liability the party listed on the reference and authorize the person to provide information to Lutherans Outdoors in South Dakota in good faith and without malice concerning my employment competence, ethics, character and other qualifications, including other privileged or confidential information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position Applied For \_\_\_\_\_

Camp/Program(s) Applied To \_\_\_\_\_

The applicant has applied to work at a Lutherans Outdoors camp. Lutherans Outdoors runs about 10 programs on four different campsites in the State of South Dakota. The camps serve approximately 4,700 people of all ages in programs of Christian growth and renewal. Summer staff members are vital to the quality and safety of the programs offered. Please provide an honest and accurate response to these questions about this candidate for employment:

**How long have you known the candidate?** \_\_\_\_\_

**Describe the relationship/capacity in which you have known the applicant.**

**PLEASE EVALUATE THE APPLICANT IN THE FOLLOWING AREAS:**

1 - POOR	2 - BELOW AVERAGE	3 - AVERAGE	4 - ABOVE AVERAGE	5 - SUPERIOR	N - NOT ABLE TO RATE
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Underline traits in a category to which you wish to give special reference:

Christian response and witness, manifestations of faith, level of activity in church life	1	2	3	4	5	N
General level of maturity, emotional stability, self-discipline, control under pressure	1	2	3	4	5	N
Honesty, trustworthiness, sincerity, uprightness in character and action, integrity, straightforwardness.	1	2	3	4	5	N
Self-confidence, ambition, healthy attitude toward self-abilities, inner motivation and drive	1	2	3	4	5	N
Social acceptability, response from others, congeniality, ability to mix with others, tact	1	2	3	4	5	N
Leadership ability, influence on others, creativity, relation to persons in the group	1	2	3	4	5	N
Energy level, willingness to work hard, industry, work habits, acceptance of duties, initiative.	1	2	3	4	5	N
Relation to authority, ability to accept supervision and guidance, teamwork, loyalty	1	2	3	4	5	N
Dependability, responsibility, reliability, faithfulness to duties, punctuality, conscientiousness	1	2	3	4	5	N
Understanding of and relationship with children and youth, sensitivity to persons in younger age group	1	2	3	4	5	N
Personal appearance, neatness in person and work	1	2	3	4	5	N

**ADDITIONAL COMMENTS:**

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Describe what you see as the candidate's gifts and strong points: \_\_\_\_\_

What have you seen as the candidate's weaker areas? \_\_\_\_\_

In your experience, how does the candidate deal with people? \_\_\_\_\_

How does the candidate handle responsibility? \_\_\_\_\_

Does the candidate work well independently? \_\_\_\_\_ As part of a team? \_\_\_\_\_

As a leader? \_\_\_\_\_ Under stress? \_\_\_\_\_

What is your perception of this person's commitment to Christian service? \_\_\_\_\_

How would you describe this person's theology, approach to faith? \_\_\_\_\_

Why would you want a member of your family to spend a week of camp with this candidate?

Are you aware of any reasons this person should not be hired, work with children or be involved in a program working with young people? Is so, please comment: \_\_\_\_\_

Overall, how would you recommend this candidate for employment with Lutherans Outdoors?

- Highly recommend
- Recommend as a good prospect
- Recommend with reservation
- Do not recommend

Name \_\_\_\_\_ Phone \_\_\_\_\_ (cell) \_\_\_\_\_

City, State \_\_\_\_\_ E-mail \_\_\_\_\_

Title/Position \_\_\_\_\_

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

Please use a self-addressed envelope provided by applicant, or mail to camp checked below:

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