



**ZEPHYR POINT PRESBYTERIAN CONFERENCE CENTER
2020 CONFIDENTIAL PERSONAL REFERENCE FORM**

Name of staff applicant: _____

Referent Name: _____

Referent email address: _____

I authorize the following referent to provide Zephyr Point with the following information in order to determine my suitability for a summer ministry position. I realize this is a confidential reference form, and I release him/her from all liability in giving Zephyr Point this information.

Signature of Applicant: _____

Before filling out the following reference form please read the following:

The above applicant has listed you as a reference, and we would appreciate your honest assessment as to their maturity, skills, and abilities. Zephyr Point is Christian camp and conference center with summer camp programming for both children and youth, and we take summer hiring very seriously. All our staff are influential in the lives of the children and youth who come here and it is very important that each staff person is of high character and is very responsible.

Thank you for taking the time to fill out this form. Your promptness would be appreciated as we cannot start the process of hiring until all the references are in. If you have any questions or would rather discuss this applicant in person, please contact the Director of Program Ministries, Ryan McKenzie at (775) 588-6759 ext. 106. Thank you very much and God bless!

1) How long have you known the applicant?

2) How well do you feel you know the applicant?

3) In what kind of context do you know the applicant? (spiritual mentorship, teacher, former or current employer, etc.)

4) To your knowledge is there any reason the applicant should not be considered for a position working with children and youth?

5) What do you consider to be the strengths of the applicant?

6) Where are areas of needed growth for the applicant?

Please mark the appropriate field for each category:

Responsibility

- Excellent - Diligently follows through on tasks
- Good - Follows through on tasks
- Average - Usually follows through on tasks
- Poor - Needs to be repeatedly told what to do

Initiative

- Excellent - Will look for things to do
- Good - Will do things that need to be done
- Average - Will do the obvious if there is need
- Poor - Needs to be told what to do

Leadership

- Excellent - A leader of leaders
- Good - Contributes positively
- Average - Usually well-balanced
- Poor - Negatively influential

Judgment

- Excellent - Consistently makes wise decisions
- Good - Frequently makes good decisions
- Average - Usually makes good decisions
- Poor - Frequently makes poor decisions.

Cooperation

- Excellent - Deeply values others
- Good - Generally concerned for others
- Average - Cooperates when convenient
- Poor - Difficult to work with

Personable

- Excellent - Keenly intuitive to others
- Good - Interested in others
- Average - Aware of need to be interested
- Poor - aloof and distracted

Teachable

- Excellent - Engages suggestions and critique
- Good - Listens to and processes suggestions
- Average - Listens, but has to give opinion
- Poor - resists suggestions and critique

Communication

- Excellent - Articulate and clear to all
- Good - Clear to most groups of people
- Average - Can get thoughts across
- Poor - Has difficulty conveying thoughts

Please add any comments that you feel would be helpful for us to understand more about the applicant:

How do you recommend the applicant for a summer of ministry at Zephyr Point?

Highly recommend Recommend Recommend with reservations Do not recommend

Signature: _____ **Date:** _____

Thanks for taking the time to fill out this personal reference form. Please email to rmckenzie@zephyrpoint.org.

ZEPHYR POINT PRESBYTERIAN CONFERENCE CENTER

P. O. Box 289 Zephyr Cove, NV 89448

(775) 588-6759

zephyrpoint.org