

Reference Form

Tahkodah Applicant's Name: _____

(Applicant should copy this & give to three individuals or have them download from <http://www.harding.edu/tahkodah/forms.html>)

REFERENCE INFO

Name _____

Position _____

Phone(s) _____

Email _____

RETURN COMPLETED FORM TO:

Camp Tahkodah
H.U. Box 10844
Searcy, AR 72149

The applicant listed above has applied for the position of on the Camp Tahkodah counseling staff. Tahkodah counselors serve as the primary supervisors of 8-18 year old children on a 24/7 basis and are responsible for their overall well-being. Your name has been given to us as a reference for this applicant. We would appreciate your completing this form and returning it to us as soon as possible. **Your reply will be held confidential; applicants will not have access to your responses.** Thank you very much for your assistance with this inquiry. If you wish to discuss this applicant further, I invite you to contact me. My contact information is listed below.

1. In what capacity do you know the applicant? _____ How long? _____
2. If employer, what was the reason for termination?
3. How would you feel to learn that your own child was going to be supervised by this person?
4. How would you rate this applicant's performance? (check one column for each row below)

	EXCELLENT	GOOD	ACCEPT- ABLE	BELOW AVERAGE	WEAK	UNKNOWN
Spiritual Maturity						
Integrity / Character						
Emotional Stability						
Common Sense						
Initiative / Self-Motivated						
Ability to Relate to Children						
Displays Good Judgment						
Responsible / Conscientious						
Attendance / Punctuality						
Open to Supervision						
Leadership						
Flexibility						
Conscious of Self-Presentation						
Enjoyable to Be With						
How would you rate this person's overall potential to perform the job being applied for?						

Reference form Continues . . .

The things that have most impressed me about this person are: _____

If I had to choose, the things that most concern me about this person serving in this role are:

Please write additional comments you feel might help us discern the suitability of this applicant.

Have you had an opportunity to witness this person interact with children or teens? Yes / No
If so, please describe the nature and quality of such interactions:

- I **recommend** this person for a position as a counselor at Tahkodah **with no reservations**.
- I **recommend** this person for a position as a counselor at Tahkodah **with some reservations**.
- I **do not recommend** this person for a position as a counselor at Tahkodah.

Signature of Reference

Today's Date

I thank you for serving as a reference. Please contact me if you think it best to discuss this applicant's qualifications.

Travis McNeal, Camp Tahkodah Director
tmcneal@harding.edu
501-279-4564 (w) or 501-827-0080 (m)