



Antiochian Village 2012

201 Saint Ignatius Trail, Bolivar, PA 15923
phone: 724-238-9565 — E-mail: campoffice@antiochianvillage.org
www.antiochianvillage.org/camp



Application for New Staff Instructions

Philosophy

All members of the Camp Staff are responsible for carrying out the Mission of the Antiochian Village, which is to present to young people a living experience of the Holy Orthodox Faith in their relationship with God and other campers in an uncluttered, natural environment. They must help strengthen the Camper's grasp of the basics of the Christian life: participation in the liturgical, sacramental, and ascetical life of the Church and living in community with fellow members of the Body of Christ with peace towards all of God's creation.

Age

Camp Staff must be at least 18 years of age by June 8, 2012.

Duration

Camp Staff are expected to attend the entire Staff Training week, all 8 weeks of the camping season and a closing debriefing weekend (Friday, June 8—Monday, August 13, 2012). Camp Staff are also required to participate in a pre-summer training program, consisting of preparation through reading, email reflections and weekly conference calls. Arrival date for Program Staff is Friday, May 25 and for Challenge Course facilitators and Morning Program staff is by Saturday, June 2. *Any and all anticipated absences must be requested in writing with this application.* No exceptions to these procedures will be permitted. Emergency leave absences during the camping season are granted at the discretion of the Camp Director.

Salary

Salaries are as follows: \$225.00/wk. for new Counselors and \$250.00/wk. for Program Staff. Salaries for Head Counselors and other management positions are higher. Please call or email the Camp Office to inquire further.

References

A completed application includes four recommendation/reference forms, one to be completed by your parish priest, one by a former or current teacher or coach, one by former or current employer, and one personal reference from someone whom you have known for at least three years. It is your responsibility to either collect the completed, sealed references and include them with your application or make sure they are sent to the Camp by the appropriate deadline. Please carefully follow the instructions given on the recommendation/reference forms.

Applications

All applications must be postmarked no later than February 1, 2012. Every attempt will be made to send out notification of acceptance for Head Counselor and Administrative Assistant positions on or before February 17, 2012, and for Program Staff and Counselor positions on or before March 21, 2012.

A completed application must include the following:

- A completed and signed Staff/Counselor Application Form (attached).
 - A photocopy of your Driver's License or other Government issued I.D.
 - A photocopy of any relevant certifications (CPR, Lifeguarding, etc.)
 - Four recommendation/reference forms (see page 3)
 - A signed copy of the Antiochian Village Staff Policy for Online Social Networking and Blogging Websites
 - All narrative sections of the application (submitted electronically—MSWord or PDF)
- * **All items must be submitted in order to receive consideration for employment**

Selection

Applications will be judged based on information provided from the following sources: performance evaluations from any previous experience as an Antiochian Village CIT or staff member; Skype or phone interview (for new applicants), the skills and interest in skills in the various activity areas; the neatness, promptness and completeness of the application; the insight provided by the essays; willingness to serve in areas requiring extra training; and the testimony of the references.

Antiochian Village Staff General Responsibilities

Please contact the Camp Office for complete Job Descriptions, or if you would like to view a Staff Manual or Program Manual for a particular position.

ADMINISTRATIVE ASSISTANT

- ◆ Assist Camp Director with day to day administrative functions.
- ◆ Maintain smooth operation of all office activities.
- ◆ Coordinate all Camper arrival and departure arrangements.
- ◆ Assist with inventories and ordering of supplies.

AFTERNOON PROGRAM COORDINATOR*

- ◆ Prior to camp, work with Program Director to plan camp's afternoon programs including rainy day activities and non-sport activities.
- ◆ Be knowledgeable in the rules and equipment requirements for common outdoor sports like baseball, basketball, soccer, tennis, etc.
- ◆ Supervise Counselors in execution of program.
- ◆ Set up daily afternoon schedules.

ARTS AND CRAFTS COORDINATOR*

- ◆ Prior to camp, work with Program Director to develop 8—10 craft projects for use during each session.
- ◆ Coordinate daily arts and crafts program.
- ◆ Supervise Counselors in execution of program.

ASSISTANT NURSE

- ◆ Licensed RN in Pennsylvania or equivalent preferred.
- ◆ Assist Camp Nurse in medical care of campers.
- ◆ Administer First Aid and medications as necessary.

CHALLENGE COURSE COORDINATOR*

- ◆ Prior to camp, obtain all required certifications.
- ◆ Maintain the highest standards of safety at Challenge Course.
- ◆ Supervise Counselors in execution of program.
- ◆ Coordinate scheduling with other Program Coordinators.

COUNSELOR

- ◆ Live with and provide for the needs of seven to ten campers in each cabin.
- ◆ Cooperate with Program Staff in carrying out programs.
- ◆ Simultaneously fulfill the roles of father, mother, big brother/sister, teacher, coach, friend and police officer.

EVENING PROGRAM COORDINATOR*

- ◆ Prior to camp, work with Program Director to develop 12 evening activities for use during each session, with back-up plans in case of rain.
- ◆ Prepare materials and equipment for each activity.
- ◆ Supervise Counselors in execution of program.

HORSEBACK PROGRAM ASSISTANT*

- ◆ Assist Horseback Program Director in daily responsibilities related to the horseback program.
- ◆ Carry out tasks and duties assigned by the Horseback Program Director.
- ◆ Teach campers basic skills in horseback riding under the guidance of the Horseback Program Director.

HEAD COUNSELOR

- ◆ Responsible for planning components of Counselor Orientation Week and ongoing Counselor education throughout the summer.
- ◆ Handle Camper issues brought by Counselors, and supervise Counselors and Campers throughout the day.
- ◆ Routinely evaluate the performance of the counselors and offer insightful feedback.
- ◆ Plan and organize Staff Activities.
- ◆ Develop and teach CIT Program.

MEDIA COORDINATOR*

- ◆ Become familiar with multimedia software used for video production and updating website.
- ◆ Shoot video of daily events and post pictures on the camp website.
- ◆ Write a daily update, summarizing the day's events and post on the camp website.
- ◆ Edit each session video into a 30-45 minute video to be shown on the last night of the session, and sold to camper's to remember their days at camp.

MORNING PROGRAM COORDINATOR*

- ◆ In cooperation with the Program Director prior to camp, plan camp's Christian Education and Morning Activities program.
- ◆ Supervise Counselors in execution of program.
- ◆ Set up daily morning schedules.

NURSE'S AID

- ◆ Preferably 21 years of age.
- ◆ Assist Camp Nurse with care of campers and maintain general cleanliness of Health Center.
- ◆ Assist in Health Center with management of medication calls.
- ◆ Perform as needed tasks under supervision of Camp Nurse.

OVERNIGHT PROGRAM COORDINATOR*

- ◆ Coordinate schedule of cabins for overnights.
- ◆ Train and supervise Counselors in execution of program.
- ◆ Maintain and care for all equipment and supplies.
- ◆ Coordinate preparation of food for program.
- ◆ Plan and lead session hikes for oldest campers.

VOLUNTEER PROGRAM COORDINATOR

- ◆ Coordinate, supervise, and schedule volunteers.
- ◆ Manage and maintain operation of Camp Bookstore and Gimme Shop.

*Assist with airport runs throughout summer.

Position

You may indicate more than one position if desired, in order of preference (1 = first choice, 2 = second choice, etc).

___ Administrative Assistant	___ Evening Program Coordinator	___ Male Counselor
___ Afternoon Program Coordinator	___ Female Counselor	___ Morning Program Coordinator
___ Arts & Crafts Coordinator	___ Head Counselor	___ Nurse's Aid
___ Assistant Nurse	___ Horseback Program Assistant	___ Overnight Program Coordinator
___ Challenge Course Coordinator	___ Media Coordinator	___ Volunteer Program Coordinator

Activities/Certifications

Areas of Knowledge: Number these activities: (1) I am experienced in this area and willing to teach. (2) I am willing and able to assist in teaching. (3) I have an interest and would be willing to learn more and help. (4) No interest.

___ Art	___ Horseback Riding	___ Guitar	___ Camping	___ Astronomy	___ Christian Education
___ Archery	___ Hiking/Backpacking	___ Sketching	___ Canoeing	___ Chanting	___ Model Rocketry
___ Sports	___ Improvisation	___ Nature/Ecology	___ Other: _____		

Transportation: Would you be able and willing to receive training and drive a 15 passenger van for airport and other transportation (must be 21 or over)? Yes No Under 21

Christian Education: Please indicate if you are able and willing to arrive one week early to be trained to teach in our Christian Education program by circling a number based on the following scale: *Answer if applying for a Counselor position

1= Unable to arrive early 2=Would rather not 3=Willing 4=Willing and interested 5=Please pick me to do this!

Pool Safety: Do you now have, or will you have by the beginning of Camp:
Lifeguarding Certification (or equivalent)? Yes Expiration Date: _____ No Willing to obtain
Water Safety Instructor (or equivalent)? Yes Expiration Date: _____ No Willing to obtain

Other Certifications: Some staff members are selected to attend a 2-7 day training session held at or near the Camp immediately prior to Staff Orientation Week to be trained in the activities below. Please indicate your willingness to be trained in these activities by circling a number for each activity based on the following number scale:

1= No interest whatsoever, 2=Would rather not, 3=Willing, 4=Willing and interested, 5=Please pick me to do this!

Challenge/Ropes Course: 1 2 3 4 5 **Archery:** 1 2 3 4 5 **Canoeing:** 1 2 3 4 5

If you are already certified in any of these areas, please list below, including expiration date(s):

CPR and First Aid: All Village Staff must have current certifications in Red Cross First Aid and Adult CPR (or their equivalents), valid until August 10, 2012. Are you currently certified? Yes No (If yes, please attach certifications)

Expiration Dates: CPR Certification: ___/___/___ First Aid Certification: ___/___/___

If not currently certified, are you willing to obtain certification before arriving at camp? Yes No

Restrictions: Would you have any difficulty in performing any of the essential elements of the job for which you have applied? If so, explain: _____

Narrative

In an electronic format (Microsoft Word or PDF), please answer the following (2—4 sentences each) and then email them to campoffice@antiochianvillage.org:

* Please see our website to download a Microsoft Word file of this narrative section if you do not want to type the questions out. Please remember to include your name on your document.

1. Please explain why you are interested in a summer of ministry in a camp setting.
2. Please complete the following statements:
 - A. I believe Jesus Christ is
 - B. I believe the significance of His teaching is
 - C. A person is a Christian if
3. What experiences have you had sharing your Christian faith?
4. Describe the essentials of the gospel message that you would communicate to a person who is not a Christian.
5. Who is one person who has impacted your life as a Christian in a very significant way? What about his or her character and lifestyle has impressed you?

6. Give a specific example of a time you were challenged in life & how you responded (not including school or work)?
7. What is one thing lacking in our society today that children and adolescents need? Please explain.
8. How do you respond to conflict with roommates or suitemates or neighbors or friends? Give an example.
9. At camp, there are structures and rules to which all staff must adhere. How do you think you will respond to having freedoms that you currently enjoy being limited for the sake of the program, campers & community?
10. *Please complete the following:*
 - A. I would describe my personality as...
 - B. The important characteristics of being a good leader are...
 - C. My relationship with and the way I respond to an individual in authority over me is...
11. I am (highlight one): always on time usually on time sometimes on time always late
12. *Please include a one-page essay containing:*
 - A. A brief biographical sketch
 - B. What you hope to offer to the Campers who will be placed in your care
 - C. What you hope to offer to the staff with whom you will work
 - D. What you hope to gain by serving at the Village.

The remaining questions are only for those applying for admin/program positions. If you are ONLY applying for a male/female counselor position, you do not need to answer the questions in this section.

13. Present a summary of strengths that you will bring to the position for which you are applying.
14. Why are you applying for and excited about a particular position?
15. Do you have any previous experience/jobs of similarity, etc? Please explain.
16. Describe your management style and how you would handle conflict.
17. Describe an experience with a manager/supervisor who directed poorly. Why was their style insufficient, and how will you avoid the same mistakes?
18. Describe a manager who supervised exceptionally. How will you emulate their specific positive traits?
19. What are some of the ideas that you would like to implement in the specific program or position for which you are applying?

If applying for Head Counselor or Administrative Assistant, would you be available to attend a 3-day conference in Atlantic City, NJ from March 13-16, 2012? ___ Yes ___ No ___ Unsure

Agreement

I attest that all of the above information is true. I have read the accompanying staff information sheet and agree to all of its contents.

Signature _____ **Date** ____/____/____

NON-DISCRIMINATORY NOTICE: The Antiochian Village does not and will not discriminate against any student, employee, or other person because of race, color, religious creed, ancestry, national origin, age, sex, veteran's status, or disability.

Is my application complete? Did I.....

- fill out all portions of the application neatly?
- attach a recent photograph?
- email the narrative portion of the application?
- confirm that all my references sent in their recommendation?
- include copies of any certifications (i.e. First Aid, CPR, Lifeguarding, etc)?
- include photocopy of my Driver's License or other Government issued I.D.?
- include requests for any anticipated absences needed during the summer?
- sign the Staff Agreement section of the application on page 5?
- include a signed copy of the Antiochian Village Staff Policy for Online Social Networking and Blogging Websites?
- ensure that everything was received at Antiochian Village by the February 1 deadline?



Antiochian Village

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Antiochian Village Staff Policy for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at the Antiochian Village, they accept a great responsibility that lasts well beyond the time that one spends on the holy mountain in Pennsylvania. Antiochian Village staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of the Village and, more importantly, the Orthodox Christian faith.

In general, the Antiochian Village views social networking sites (e.g., MySpace, Facebook, etc.), personal Web sites, and Weblogs positively and respects the right of staff to use them as a medium of self-expression. With the advent of internet technology and social networking websites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each Antiochian Village staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accord with that of an Orthodox Christian lifestyle. In addition, the Antiochian Village requires that staff observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or other staff, in a blog or on a Web site:

- 1) Any photos or messages that are linked or "tagged" from "friends" and attached to your site(s) or profile(s) that are inappropriate should be removed.
- 2) Staff must be respectful in all communications and blogs related to or referencing the Antiochian Village, its campers, and/or other employees.
- 3) Staff must not use obscenities, profanity, or vulgar language.
- 4) Staff must not use blogs or personal Web sites to disparage the Antiochian Village, other campers, or staff of the Antiochian Village.
- 5) Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and an Orthodox Christian lifestyle, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member's voluntary dismissal from the staff at the discretion of the Camp Director.

By signing below, I agree to the policy listed above.

_____/_____/_____
Print Name Signature Date

Part 2: Narrative Report

1. How would you describe the applicant's participation at Liturgical services?

- Frequently Regularly Attends sporadically Never attends

Comments: _____

2. How would you describe the applicant's participation in the Sacraments (Confession and Communion)?

- Regularly Infrequently Almost never Never

Comments: _____

3. In which parish organizations has the applicant been active (circle as many as apply):

Youth Group Choir Altar Server Church School Teacher

Other: _____

4. Please comment about the applicant's Christian education:

- Solid understanding of the Faith Understands some aspects of the Faith Little understanding

Comments: _____

5. Do you have any concern(s) about the applicant in regards to serving on staff at Antiochian Village?

6. How would you recommend this applicant for a position at the Antiochian Village?

- Without reservation With reservation Not at all

7. Please make any additional comments you think might be helpful to us in determining whether this applicant has the qualifications to be a hardworking member of the leadership team and the moral, Christian model among their peers.

Comments: _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

(Signature of Reference Writer)

If needed, may we contact you for more information? Yes No

Daytime Phone Number: _____

Email Address: _____



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Former or Current Teacher or Coach Reference Form

INSTRUCTIONS FOR THE APPLICANT:

Please complete this part before giving it to your reference writer:

I, the undersigned, have agreed to waive my right to read this reference. After my reference writer completes this form, I will collect this reference inside an envelope with my reference's signature over the sealed flap, and I will either send it together with all other application materials, or arrange to have it sent directly to the camp by the February 1 deadline.

_____ / _____ / _____
Applicant's Name

_____ / _____ / _____
Applicant's Signature

_____ / _____ / _____
Date

INSTRUCTIONS FOR REFERENCE WRITER: After completing this form, please place it in an envelope and sign your name over the sealed outside flap, and return to the applicant. Your prompt completion of the form is greatly appreciated. If you prefer, you may mail the form directly to us at the above address. Thank you for your time and your valued assistance.

How long have you known the applicant? _____

In what capacity? Please check one: _____ Coach _____ Teacher

How recently have you been in regular contact with him/her? _____

Part 1: Narrative Evaluation

1. What talents or strengths do you think the applicant will bring to the camp setting? _____

2. All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on camp staff. Other challenges stem from personal weaknesses which all human beings have. Which difficulties do you think the applicant would be most likely to encounter if selected to be a staff member, based on his or her unique challenges?

Part 2: Rating of Personal Qualities

No one candidate will excel in all areas listed below. Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category.

<i>In my opinion, the applicant:</i>	<i>Completely Agree</i>	<i>Agree</i>	<i>Somewhat Agree</i>	<i>Disagree</i>	<i>Completely Disagree</i>	<i>No basis for rating</i>
Can be depended on to follow through with responsibilities	5	4	3	2	1	NB
Seems more mature than his/her peers	5	4	3	2	1	NB
Is considered by most to be a motivated person	5	4	3	2	1	NB
Is perceptive to situations going on in his/her surroundings	5	4	3	2	1	NB
Shows initiative in taking on responsibility	5	4	3	2	1	NB
Demonstrates good judgment in decision making	5	4	3	2	1	NB
Shows leadership in either official and/or unofficial capacities	5	4	3	2	1	NB
Is sensitive to the needs of others	5	4	3	2	1	NB
Should not be entrusted with the care of children	5	4	3	2	1	NB
Demonstrates good problem solving skills	5	4	3	2	1	NB
Manages his or her time well	5	4	3	2	1	NB
Works as a team member	5	4	3	2	1	NB
Would probably respond well in crisis situations	5	4	3	2	1	NB
Would be easily entrusted with the care of my own children	5	4	3	2	1	NB
Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

Additional comments:

If needed, may we contact you for further information? Yes No

Name: _____ Daytime Phone Number: _____

Address: _____ Email Address: _____

City, St/Pr, Zip _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

Signature of Reference Writer

_____/_____/_____
Date



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Former or Current Employer Reference Form

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Applicant's Name

Applicant's Signature

Date

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How long have you known the applicant? _____

In what capacity? _____

How recently have you been in regular contact with him/her? _____

Part 1: Narrative Evaluation

1. What talents or strengths do you think the applicant will bring to the camp setting? _____

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Part 2: Rating of Personal Qualities

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Gets along well with most people	5	4	3	2	1	NB

Additional comments:

If needed, may we contact you for further information? Yes No

Name: _____ Daytime Phone Number: _____

Address: _____ Email Address: _____

City, St/Pr, Zip _____

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Signature of Reference Writer

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Date



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Personal Reference (Known 3 or more years)

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_____ / ____ / ____
Applicant's Name

Applicant's Signature

Date

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In what capacity? _____

How recently have you been in regular contact with him/her? _____

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Has difficulty taking direction from those in authority	5	4	3	2	1	NB
Is a source of inspiration to others	5	4	3	2	1	NB
Gets along well with most people	5	4	3	2	1	NB

How have you seen this person grow and mature over the past 3 years?

Additional comments:

If needed, may we contact you for further information? Yes No

Name: _____ Daytime Phone Number: _____

Address: _____ Email Address: _____

City, St/Pr, Zip _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represent my honest appraisal of the qualifications of the applicant.

Signature of Reference Writer

_____/_____/_____
Date