

Request for Reference

Cross Trails Ministry

Lutheran Camp Chrysalis • Ebert Ranch Camp • Off-Site Programs
391 Upper Turtle Creek Road Kerrville, Texas 78028
830.257.6340 Phone • 830.257.3060 Fax • www.crosstrails.org



Confidential

The person named below is applying through Cross Trails Ministry for a Summer position at Lutheran Camp Chrysalis, Ebert Ranch Camp, or Day Camp programs. Each of these camps offer Christian youth summer programs. We are looking for mature, responsible persons to work with both young people and adults. Our staff lives closely with others and must be willing to challenge themselves spiritually, physically, and emotionally.

Your name has been given as a reference for this applicant. We appreciate your time and consideration in completing this form. Our supervisory staff may make a follow-up phone call at a later time. All responses will be kept confidential.

To Be Completed by the Applicant

Printed Name of Applicant: _____
Phone Number of Applicant: _____
Email Address of Applicant: _____
Printed Name of Reference: _____
Position/Title/Relationship to Applicant: _____
I hereby authorize the above request for information, and release all parties from liability for any damage that may result from furnishing this information. I understand that the information given will be kept confidential between Cross Trails Ministry and the Reference.
Signed: _____ Date: _____

To Be Completed by the Reference

How well and in what capacity do you know the applicant?	
If you are a past or present employer of the applicant, please complete the following:	
Dates applicant was employed: _____	
Name of organization/company: _____	
Position and responsibilities: _____	
Reason for leaving (if applicable): _____	
Would you rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No If no please explain: _____	
Would you feel comfortable with the applicant caring for children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant, to your knowledge, used alcohol to excess or illegal drugs? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of any inappropriate sexual contact or physical abuse between the applicant and any person with whom he or she has worked or volunteered? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No

The Mission of Cross Trails Ministry is to provide unique settings and experiences in which youth, adults, and families are strengthened in their relationship with Christ, each other, the church and community.

We desire to nurture and encourage the following values in our staff. Please rate the reference upon their abilities in the following characteristics.

Qualities	Superior	Good	Average	Fair	Poor	Not Observed
Be Christ-Centered: To strive to be more like Christ on a daily basis, focus on Christ in every activity and pray and praise continuously						
Be Mission and Vision Oriented: To know and support the mission and vision of an organization, refer to the mission and vision when making decisions, and integrate the mission into daily life						
Live and Work in Community: To respect, honor and encourage others as fellow members in the community, use the ability to listen and share, and use positive conflict management techniques						
Act as a Facilitator: To lead by example and by words, teach life-long skills and activity-specific skills, and manage behavior of groups and individuals						
Have a Positive Attitude: To express enthusiasm and joy for all activities, praise God for the blessings we see everyday, and spread this enthusiasm and joy to others						
Be a Servant: To show extreme hospitality to our guests through attitude and preparedness, willingly serve each other as co-workers in Christ, and think of others before you think of oneself						
Focus on the Others: To think of others' needs above one's own, maintain one's cool under pressure, and care for and get to know each camper as an individual						
Take Creative Initiative: To step up to accomplish what needs to be done, see new ways to accomplish tasks, and be flexible with schedules, activities and people						
Care For Self: To provide for one's own spiritual growth through prayer, study and praise, get enough sleep, food, and "you" time, and keep oneself physically, emotionally, mentally, and spiritually healthy						
Provide for Health and Safety: To watch for and attempt to avoid health and safety risks, provide proper supervision of others, and complete necessary paperwork and reporting						

Please Feel Free to make Additional Comments below regarding any of the aforementioned topics or other information you would like to provide.

Recommendation:

HIRE

QUESTIONABLE

CANNOT RECOMMEND

Your Name: _____ Position: _____

Signature: _____ Date: _____

Phone Number: _____ Good Times to Call: _____

Address: _____ City, State, Zip: _____

An expedient reply is requested as the applicant cannot be considered for employment until this form has been completed and returned to the camp office. We appreciate your time!