

Tall Timber Ranch  
27875 White River Road, Leavenworth, WA. 98826  
Phone: 509.763.3127 Fax: 509.763.1227  
Email: stan@talltimber.org Web: www.talltimber.org

## Personal Reference

Completed by an **Employer/Teacher, or someone who knows your character/abilities**

Name of Applicant: \_\_\_\_\_ Applying for position of: \_\_\_\_\_

This person has applied to work at Tall Timber Ranch. Tall Timber Ranch is a Presbyterian Church camp for children, youth, adults, & families.

### Authorization

Applicant—please sign and date before handing out this reference form

I hereby authorize \_\_\_\_\_ to provide Tall Timber Ranch with the information requested. I release him/her from all liability in the giving of this information.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### Behavioral Report

Under each general heading, check the phrase which most accurately describes the applicant's behavior.

**1. How well is the applicant able to direct and influence others along definite lines of action?**

- |  |   |
|--|---|
| <input type="checkbox"/> Poor leader; incapable of directing others                          | <input type="checkbox"/> Usually follows the lead of others |
| <input type="checkbox"/> Normally successful in directing and leading others                 | <input type="checkbox"/> Very successful in leading others  |
| <input type="checkbox"/> Exceptional leader; inspires others along desirable lines of action |   |

**2. How well does the applicant work with associates and others for the good of the group?**

- Cooperates grudgingly; makes trouble-obstructionst
- Gives limited cooperation; neglects common good for own interests
- Cooperates with others towards accomplishment of common cause
- Cooperates willingly and actively regardless of self-benefit
- Exceptionally successful in working with others and inspiring confidence

**3. How does this person react to suggestions or criticisms by others?**

- |  |  |
|--|--|
| <input type="checkbox"/> Takes criticism as a personal insult                        | <input type="checkbox"/> Resents suggestions           |
| <input type="checkbox"/> Listens to suggestions but may act without considering them | <input type="checkbox"/> Follows suggestions willingly |
| <input type="checkbox"/> Asks for criticisms and suggestions                         |  |

**4. How responsible is the applicant? Able to competently get things done on their own?**

- |  |   |
|--|---|
| <input type="checkbox"/> Irresponsible even under supervision                            | <input type="checkbox"/> With constant supervision will do a satisfactory job |
| <input type="checkbox"/> Needs detailed instructions with regular checks on work         | <input type="checkbox"/> Carries out routine activity on own responsibility   |
| <input type="checkbox"/> Exceptionally able to accomplish work without close supervision |   |

**5. How well does the applicant put his/her principles and convictions into action?**

- |  |   |
|--|---|
| <input type="checkbox"/> Fails to carry out convictions under stressful conditions                   | <input type="checkbox"/> Acts according to convictions in most situations |
| <input type="checkbox"/> Carries out principles and convictions constantly without close supervision |   |

**6. How well does the applicant apply energy and persistence in following a job through?**

- |  |  |
|--|--|
| <input type="checkbox"/> Needs much prodding to complete work          | <input type="checkbox"/> Rather indifferent; does not finish job         |
| <input type="checkbox"/> Completes assigned tasks of own accord        | <input type="checkbox"/> Industrious, energetic; dependable at all times |
| <input type="checkbox"/> Unusual perseverance; does more than expected |  |

**7. How well does the applicant control emotions?**

- |  |   |
|--|---|
| <input type="checkbox"/> Easily depressed, irritated or elated | <input type="checkbox"/> Tends to be overly emotional |
| <input type="checkbox"/> Unresponsive; apathetic               | <input type="checkbox"/> Tends to be unresponsive     |
| <input type="checkbox"/> Usually well-balanced                 | <input type="checkbox"/> Well-balanced                |

Please grade the applicant on the following traits: 1-superior, 2-above average, 3-average, 4-weak

\_\_\_\_ Personal appearance  
\_\_\_\_ Tact/courtesy  
\_\_\_\_ Dependability  
\_\_\_\_ Honesty/ integrity

\_\_\_\_ Sense of humor  
\_\_\_\_ Attitude toward work  
\_\_\_\_ Initiative/ self motivation  
\_\_\_\_ Attitude toward authority

### Narrative Report

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items.

1. How long have you known the applicant? \_\_\_\_\_ In what capacity \_\_\_\_\_

2. Would you recommend this applicant for this position:       Yes       No    If not, please explain why.

\_\_\_\_\_

\_\_\_\_\_

3. Would you be willing to place your child under the direct charge and influence of this individual? If not, please explain why.

\_\_\_\_\_

\_\_\_\_\_

4. Maturity of judgement. How does person react in situations of stress?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Nature of associates. Describe the type of people with whom applicant normally associates. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Dependability. Can he/she be relied upon? Does person weaken in absence of authority? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Please provide any additional comments you feel would help us in considering the applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return to:**

Stan Fishburn  
Tall Timber Ranch  
27875 White River Road  
Leavenworth, WA 98826  
fax (509)763-1227

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employed by: \_\_\_\_\_ Email: \_\_\_\_\_