

# SAINT NICHOLAS RANCH & RETREAT CENTER

Greek Orthodox Metropolis of San Francisco

## REFERENCE REQUEST

\_\_\_\_\_ has applied for a staff position with the Saint Nicholas Ranch Summer Camp program and has given your name as a reference who could evaluate his/her past performance as well as potential for the position for which he/she is applying. We would appreciate your feedback as indicated below. The references are an important part of the application process and your thoughtful and frank comments will be appreciated. Saint Nicholas Ranch is a summer camp operated by the Greek Orthodox Metropolis of San Francisco. Each summer, hundreds of children and teenagers participate in the travel, recreational, educational, and spiritual programs offered at Saint Nicholas Ranch Camp. The applicant will work as a camp counselor with children 8 to 18 years of age. Please return this form to us as soon as possible. Information provided will remain confidential.

### Objective Rating

Under each question, check the phrase which most accurately describes the applicant's habitual behavior with regard to that specific trait. Please remember that it will be the truly exceptional person who ranks high in *all* categories.

1. How well is the applicant able to direct and influence others along definite lines of action?
  - Poor leader; incapable of leading others
  - Usually follows the lead of others
  - Normally successful in directing and controlling others
  - Very successful in leading others
  - Exceptional leader; inspires others along desirable lines of action
2. How well does individual work with associates and others for the good of the group?
  - Cooperates grudgingly: makes trouble obstructionist
  - Gives limited cooperation: neglects common good for own interests
  - Cooperates with others toward accomplishment of common cause
  - Cooperates willingly and actively regardless of self-benefit: makes things go smoothly
  - Exceptionally successful in working with others and inspiring confidence
3. How does this person react to suggestions or criticisms by others?
  - Takes criticism as a personal insult
  - Resents suggestions
  - Listens to suggestions but may act without considering them
  - Follows suggestions willingly
  - Asks for criticisms and suggestions
4. How responsible is applicant? Able to competently get things done on own?
  - Irresponsible even under supervision
  - With constant supervision will do satisfactory work
  - Usually needs detailed instructions with regular checks of work
  - Carries out routine activity on own responsibility
  - Exceptionally able to accomplish work without close supervision
5. How well does individual put his/her principles and convictions into action?
  - Fails to carry out convictions under adverse circumstances
  - Acts according to convictions under normal circumstances
  - Carries out principles and convictions constantly and boldly even in face of obstacles
6. How well does this person apply energy and persistence in following a job through?
  - Needs much prodding to complete work
  - Rather indifferent; does not finish job
  - Completes assigned tasks of own accord
  - Industrious, energetic; dependable at all times
  - Unusual perseverance; does more than expected

**Over**

7. How well does applicant control emotions?
- Easily depressed, irritated or elated
  - Tends to be over-emotional
  - Unresponsive; apathetic
  - Tends to be unresponsive
  - Usually well-balanced
  - Well balanced
  - Unusual balance between responsiveness and control

**Narrative Report**

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please say so.

- a. Impression of suitability as a camp counselor. Would you be willing to have your children under this individual's supervision for a period of weeks in a camp situation? If not, why not?
- b. Maturity of judgment. How does this person react in situations of stress, i.e. make decisions?
- c. Ability to lead campers toward the spiritual objectives of the camp. Ability to lead discussions, prayers? Provide a positive influence and example?
- d. Nature of associates. Describe the types of people with whom the individual habitually associates.
- e. Dependability. Can he/she be relied upon? Does this person weaken in the absence of authority?
- f. Have you had the opportunity to observe the applicant working in leadership situations with school aged children? If so, in what kind of setting? How did the applicant perform?
- g. How would you describe this applicant in terms of character and maturity?
- h. To what extent does the individual use drugs/alcohol?
- i. To your knowledge, does this individual have any tendency toward child or sexual abuse?
- j. Please reflect on the applicant's spiritual maturity. What role does his/her Orthodox faith play in their life?
- k. How long have you known this applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

*Please type or print.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: St. Nicholas Ranch □ P.O. Box 400 □ Dunlap, CA 93621

If you have any questions, feel free to call us at (559) 338-2103. **Thank you for your assistance.**