



CAMPUS BY THE SEA CATALINA ISLAND

Confidential Reference Form

Applicant, complete the box below before sending to reference:

Name of applicant:	
Position applying for:	
Name of reference:	
Date:	
Please return by:	

Please send this completed reference form to:

office@campusbythesea.org (preferred) or PO Box 466, Avalon, CA 90704

Dear Reference,

Thank you for taking the time complete this reference form. We take your comments very seriously as interview prospective staff members. In addition, your comments will assist in providing the best supervision for this person, if she or he is hired.

How to respond:

- Please do not answer any question unless you have personal data from which to draw. Your prompt response will be greatly appreciated. We will need all references in order to make our hiring decision.
- Please complete this reference form, being sure that the form notes the applicant's name and is the appropriate form for you. Then send the form to the address above.

Located in a secluded, private cove on wild and beautiful Santa Catalina Island, Campus by the Sea has one of Southern California's most extraordinary settings for a Christian Camp and Conference Center. Campus by the Sea exists to encourage Christian faith and discipleship by providing campers with opportunities for genuine spiritual renewal, authentic relationships, and unique island experiences. To read more about our ministry visit www.campusbythesea.org.

1. How long have you known the applicant?
2. What is your relationship to the applicant?
3. Please check the applicant's three strongest areas.

Knows self well

Is supportive of others

Is cool under pressure

Can function in a job where there is more to do than time to do it

Can structure their own time with minimal daily supervision

Is a self-starter / takes initiative

Has considerable drive / is goal-oriented

Is effective at oral communication

Exercises leadership

Can work with a diversity of people

Works best in a team context

Is adept at problem-solving

4. Please comment on personal characteristics listed above to help us know the applicant better.

5. What qualities do you most admire in this person?

6. What relational skills does the applicant have?

7. How could the applicant improve how he or she relates to others?

8. Please describe a situation where the applicant taken a leadership or a servant role?

9. In what ways do the applicant's Christian beliefs affect you and your relationship?

10. Is there anything further you would like to add, including any particular skills the applicant possesses, that would be valuable in our assessment?

Please enter your contact information below.

Full Name _____ ZIP Code _____ Date _____
Phone Number _____ Email _____

Please list one other person you would deem qualified to appraise the applicant.

Name _____ Relationship to Applicant _____
Phone Number _____ Email _____