

LUTHERAN RETREATS, CAMPS and CONFERENCES (LRCC)
CONFIDENTIAL REFERENCE QUESTIONNAIRE

The person named below has applied for employment with Lutheran Retreats, Camps and Conferences. Your name has been given as a reference for this applicant. Please give thoughtful consideration in rating the qualities of the applicant. Your opinion will be helpful in providing information on the applicant's character and qualifications and will be kept in strict confidence.

TO BE COMPLETED BY APPLICANT

Printed Name of Applicant: _____ Position Applied For: _____

Applicant Email: _____ Applicant Phone: _____

Printed Name of Reference: _____

Position/Title/Relationship to Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ E-mail Address: _____

I hereby authorize the above request for information, and release all parties from liability for any damage that may result from furnishing this information.

Signed: _____ Date: _____

TO BE COMPLETED BY REFERENCE

How long and in what capacity have you known the applicant? _____

If you are a past or present employer of the applicant please complete the following:

Dates Employed: _____ to _____

Position and Responsibilities: _____

Would you rehire? Yes No

Please rate the following: 1 = Outstanding; 2 = Very Good; 3 = Average; 4 = Below Average, 5 = Poor, NA = Not Applicable/Don't Know

- | | |
|---|---|
| ___ Reliability | ___ Small Group Leadership |
| ___ Honesty/Integrity | ___ Large Group Leadership |
| ___ Enthusiasm | ___ Ability to Work with Peers |
| ___ Creativity | ___ Ability to Work with Children |
| ___ Attention to Detail | ___ Ability to Work with Adults |
| ___ Ability to Work Under Stress | ___ Ability to Express Thoughts & Ideas |
| ___ Ability to Work with Little Supervision | ___ Ability to Express His/Her Faith |
| ___ Overall Work Performance | ___ Ability to Deal with Conflict Effectively |

Does the applicant, to your knowledge, use alcohol to excess or use drugs? Yes No

Are you aware of any reason why this person should not have children under their independent care in an extended residential situation? Yes No

If yes, please explain:

Please describe the applicant's openness to learn, reliability, and good judgment:

How would you summarize this person's strengths?

How would you summarize this person's areas for growth and development?

How would you summarize this person's weaknesses?

Statement of Reference: Please write a short statement of reference for the applicant in the space below and sign the bottom of this form. Thank you for your time.

Signed: _____ Date: _____

RETURN THIS APPLICATION TO:

Luther Glen
Lauri Egertson
39136 Harris Road
Oak Glen, CA 92399
Email: Office@LRCChome.com

LUTHERAN RETREATS, CAMPS and CONFERENCES
IS AN EQUAL OPPORTUNITY EMPLOYER