

**LUTHERAN RETREATS, CAMPS and CONFERENCES (L.R.C.C.)  
CONFIDENTIAL REFERENCE QUESTIONNAIRE**

The person named below has applied for employment with El Camino Pines Outdoor School. El Camino Pines provides residential environmental education and community building programs for upper elementary students in the mountains of Southern California. 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: \_\_\_\_\_

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: \_\_\_\_\_

Was the applicant absent or late more than usual?  Yes  No

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

\_\_\_ Honesty/Integrity

\_\_\_ Enthusiasm

\_\_\_ Creativity

\_\_\_ Attention to Detail

\_\_\_ Ability to Work Under Stress

\_\_\_ Ability to Work with Little Supervision

\_\_\_ Overall Work Performance

\_\_\_ Small Group Leadership

\_\_\_ Large Group Leadership

\_\_\_ Ability to Work with Others

\_\_\_ Ability to Work with Children

\_\_\_ Ability to Work with Adults

\_\_\_ Ability to Express Thoughts & Ideas

\_\_\_ Ability to Express his/her Faith

\_\_\_ 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:

**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:**

El Camino Pines  
11900 Frontier Rd.  
Frazier Park, CA 93225  
Office Phone: (661) 245-3519  
E-mail: office@lrcchome.com

**LUTHERAN RETREATS, CAMPS and CONFERENCES  
IS AN EQUAL OPPORTUNITY EMPLOYER**