

# QWANOES REFERENCE FORM

New Staff, CIT or Step-Out

**GO ONLINE!**

Download this form or complete this reference online! [www.qwanoes.ca/staff/reference](http://www.qwanoes.ca/staff/reference)

(NEW STAFF OR SERVED BEFORE JUNE 2022)

Qwanoes is a youth-focused, high-adventure Christian residential camp seeking to encourage commitment to Jesus Christ and provide biblical discipleship through relationship-focused, fun-oriented, and Christ-centred programs. Qwanoes...*life like no other* since 1966.

## APPLICANT INFORMATION

COMPLETE THIS SECTION BEFORE GIVING THIS FORM TO REFERENCE.

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Position(s) applied for: \_\_\_\_\_

Email \_\_\_\_\_

**Mail:** Qwanoes Staff, Box 250, Crofton, BC, V0R 1R0 **Web:** [www.qwanoes.ca](http://www.qwanoes.ca) **Email:** [staff@qwanoes.ca](mailto:staff@qwanoes.ca)  
**Fax:** (250) 246-3227 • **Phone:** (250) 246-3014 • **Toll Free:** 1-888-99-QWANOES (888-997-9266)

**Applicant:** Please complete this form and provide it to your references, or

ask your references to complete it online at [www.qwanoes.ca/staff/reference](http://www.qwanoes.ca/staff/reference) (let them know what you are applying for). A reference must be someone who knows you well and is 20 years of age or older. At least one reference should be a Christian worker (e.g., pastor, small group leader, teacher, etc.). **NOTE:** We cannot process your application until we have received all of your references. It is not our responsibility to contact late references. **Waiver Statement:** "I authorize the release of the disclosed information by the person completing this reference form and waive any right or privilege to inspect or challenge its contents. I understand that this information will be held in strict confidence by the administrative employees of Camp Qwanoes and that it will not be released to anyone else without the permission of the applicant, except when such disclosure is required by law."

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Guardian (if applicant under 18 years) \_\_\_\_\_

## REFERENCE INFORMATION

NOTE: THE INFORMATION YOU PROVIDE IN THIS REFERENCE WILL BE HELD IN CONFIDENCE.

Name \_\_\_\_\_ Organization \_\_\_\_\_ Position \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal/Zip \_\_\_\_\_ Email: \_\_\_\_\_

Please provide the following info to the best of your knowledge, and mail it (or better yet, fill it out online at [www.qwanoes.ca/staff/reference](http://www.qwanoes.ca/staff/reference)) as soon as possible. We cannot process this application until we have received this reference from you. If you have further comments, please add to a separate sheet or call us.

## YOUR EXPERIENCE WITH THE APPLICANT

- How long have you known the applicant? \_\_\_\_\_ In what capacity / relationship? \_\_\_\_\_
- How well do you know the applicant?  not very well  fairly well  very well  very close relationship
- How recent is your contact with this individual?  more than a year since corresponding  more than a year since seeing in person  
 we have interacted in person in the past year  current and regular contact
- Have you observed the applicant in the role for which he or she is applying, which may include a leadership role with children or youth?  
 yes  no. How well did the applicant manage his or her responsibilities in that role? \_\_\_\_\_

Comment on the applicant's love for children and youth and their ability to relate to them. \_\_\_\_\_

## SPIRITUAL LIFE AND CHURCH INVOLVEMENT (PLEASE COMPLETE IF THIS RELATES TO YOUR EXPERIENCE WITH THE APPLICANT)

- To your knowledge, has the applicant received Jesus Christ as Lord and Saviour?  yes  no  not sure. How long has the applicant been a believer? \_\_\_\_\_ What evidence have you seen of the applicant's spiritual maturity and relationship with Christ? \_\_\_\_\_
- Please summarize the applicant's past and current commitment and involvement in church and/or para-church ministries. \_\_\_\_\_

## STRENGTHS AND WEAKNESSES

- What strengths would the applicant bring to this position (e.g., spiritual, skills, talents, character, personality, leadership, etc.)? \_\_\_\_\_
- What characteristics of the applicant do you feel need further work or development? \_\_\_\_\_
- Describe any significant problems the applicant is experiencing or concerns you have about their beliefs, attitudes or morals. \_\_\_\_\_
- Please describe any limitations you are aware of that might restrict the applicant's participation and ministry in a camp setting. \_\_\_\_\_

## RELATIONSHIPS

- Please describe any area of the applicant's home or family life that would help our understanding of him or her. \_\_\_\_\_
- Would you say that the applicant's friendships have a positive or less-than-positive influence on him or her? Please explain. \_\_\_\_\_

## RECOMMENDATION

- Would you be pleased to have your own children in the care of this individual?  yes  no. Why or why not? \_\_\_\_\_
- Would you recommend this applicant to the position(s) for which he or she has applied?  Highly recommend  Recommend  
 Recommend, but with these reservations/comments  Not able to recommend at this time

REASONS/COMMENTS/RESERVATIONS: \_\_\_\_\_

# PERSONAL EVALUATION

For each of the following characteristics, please circle the number that best describes the applicant. Comments are also helpful.

<b>SPIRITUAL DISCIPLINES:</b>					OTHER COMMENTS?	■ I DON'T KNOW BECAUSE...
Spiritual example:	several inconsistencies	good role model	excellent integrity			<input type="checkbox"/>
	1	2	3	4	5	
Love for others:	unaware/uncaring	thoughtful toward others	compassionate			<input type="checkbox"/>
	1	2	3	4	5	
Christian values:	not always evident	consistent lifestyle	achieves high standards			<input type="checkbox"/>
	1	2	3	4	5	
Spiritual maturity:	lapses into immaturity	mature for age	high level of maturity			<input type="checkbox"/>
	1	2	3	4	5	
Witnessing by word/life:	inconsistent	occasional	a lifestyle of witness			<input type="checkbox"/>
	1	2	3	4	5	
Use of spiritual gifts:	poor steward	makes good effort	fully utilized			<input type="checkbox"/>
	1	2	3	4	5	
Personal Bible study/prayer:	irregular	consistent	diligent			<input type="checkbox"/>
	1	2	3	4	5	

<b>PERSONALITY, CHARACTER AND HEALTH:</b>					OTHER COMMENTS?	■ I DON'T KNOW BECAUSE...
Confidence:	withdrawn	outgoing	sought by others			<input type="checkbox"/>
	1	2	3	4	5	
Emotional stability:	over-responds	usually well-adjusted	very well-balanced			<input type="checkbox"/>
	1	2	3	4	5	
Self-control:	undisciplined	usually disciplined	very self-disciplined			<input type="checkbox"/>
	1	2	3	4	5	
Reputation:	some issues unresolved	respected	above reproach			<input type="checkbox"/>
	1	2	3	4	5	
Integrity:	occasionally suspect	consistent morals	high morals and values			<input type="checkbox"/>
	1	2	3	4	5	
Support of policies:	might ignore some rules	respectful	applies assigned policies			<input type="checkbox"/>
	1	2	3	4	5	
Use of time:	tends to procrastinate	diligent	purpose-driven			<input type="checkbox"/>
	1	2	3	4	5	
Health and vitality:	some limitations	generally healthy	very physically fit			<input type="checkbox"/>
	1	2	3	4	5	
Resistance to illness:	often ill	usually healthy	rarely ill			<input type="checkbox"/>
	1	2	3	4	5	
Ability to pace oneself:	soon exhausted	aware of limits	well able to adjust			<input type="checkbox"/>
	1	2	3	4	5	

<b>LEADERSHIP AND MINISTRY:</b>					OTHER COMMENTS?	■ I DON'T KNOW BECAUSE...
Work ethic:	lazy	works well	industrious			<input type="checkbox"/>
	1	2	3	4	5	
Constructive criticism:	defensive	open to correction	highly responsive			<input type="checkbox"/>
	1	2	3	4	5	
Initiative:	needs prodding	leads when asked	initiates frequently			<input type="checkbox"/>
	1	2	3	4	5	
Leadership:	follower	sometimes leads	recognized leader			<input type="checkbox"/>
	1	2	3	4	5	
Reliability:	irresponsible at times	dependable	completely trustworthy			<input type="checkbox"/>
	1	2	3	4	5	
Judgment:	some poor decisions	shows wisdom	very discerning			<input type="checkbox"/>
	1	2	3	4	5	
Commitment:	does bare minimum	dependable	above call of duty			<input type="checkbox"/>
	1	2	3	4	5	
Support of leadership:	critical of authority	generally respectful	reliably supportive			<input type="checkbox"/>
	1	2	3	4	5	
Response to authority:	rebellious	compliant	willing and ready			<input type="checkbox"/>
	1	2	3	4	5	
Heart for ministry:	little evident calling	motivated	passion for ministry			<input type="checkbox"/>
	1	2	3	4	5	
Ability to communicate:	not very vocal	able to express self well	great communicator			<input type="checkbox"/>
	1	2	3	4	5	

<b>RELATIONSHIPS:</b>					OTHER COMMENTS?	■ I DON'T KNOW BECAUSE...
Attitude toward others:	abrasive	well-liked	very friendly			<input type="checkbox"/>
	1	2	3	4	5	
Consideration of others:	self-focused	puts others first	very considerate and caring			<input type="checkbox"/>
	1	2	3	4	5	
Team player:	independent worker	asset to the team	great team player			<input type="checkbox"/>
	1	2	3	4	5	
Cooperativeness:	causes friction	generally cooperative	works well with others			<input type="checkbox"/>
	1	2	3	4	5	
Compassion and empathy:	insensitive	sensitive to others	active love and concern			<input type="checkbox"/>
	1	2	3	4	5	
Ability to forgive:	holds a grudge	seeks reconciliation	takes initiative to forgive			<input type="checkbox"/>
	1	2	3	4	5	
Conflict resolution:	leaves issues unresolved	seeks resolution	a peace-maker			<input type="checkbox"/>
	1	2	3	4	5	
Respected by peers:	tolerated by most	appreciated	looked up to by peers			<input type="checkbox"/>
	1	2	3	4	5	
Social maturity:	can be immature	very similar to peers	socially advanced			<input type="checkbox"/>
	1	2	3	4	5	

**SIGNATURE OF REFERENCE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **CALL ME ABOUT MY REFERENCE**