

# **Bear Trap Ranch's CONFIDENTIAL REFERENCE FORM**

## **Pastor or Christian Leader Reference**

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NAME OF APPLICANT

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NAME OF REFERENCE

Date

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POSITION APPLYING FOR

### **Please mail this reference form to:**

Bear Trap Ranch  
Attn. Summer Crew Program  
8655 Old Stage Road  
Colorado Springs, CO 80906

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

PLEASE DO NOT ANSWER ANY QUESTIONS 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.

### **How to respond:**

1. Please use black ink to complete this reference form. Be sure that the form notes the applicant's name. Then mail the form to the address above.
2. If you received this reference form by E-mail you may send it to [Keith@BearTrapRanch.org](mailto:Keith@BearTrapRanch.org) or you may fill out the form, print it out and return it by postal mail.

1. How long have you known the applicant?
2. What is your relationship to the applicant?
3. Using numbers 1, 2 and 3, please note below the applicant's three strongest areas. Using numbers 5 and 6 note his/her two weakest areas.

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- a. Knows self fairly well
- b. Is supportive of others
- c. Is cool under pressure
- d. Can function in a job where there is more to do than time to do it
- e. Can structure his or her own time with minimal daily supervision
- f. Is a self-starter/takes initiative
- g. Has considerable drive/is goal-oriented
- h. Is quickly at home with new people
- i. Is effective at oral communication
- j. Exercises leadership
- k. Can work with a diversity of people
- l. Works best in a team context
- m. Is adept at problem-solving

4. Please comment on any personal characteristic(s) listed above in order to help us know the applicant better.
  
5. Would you assess the candidate as stronger in developing / coordinating programs or working directly with people? Please illustrate.
  
6. Would you assess the candidate as stronger with groups or one-to-one? Please illustrate.
  
7. What spiritual gifts can you affirm in the applicant? Please note the context where gifts were exercised.
  
8. What impresses you most about the applicant's spiritual life?
  
9. What spiritual disciplines does the applicant practice?

10. Where have you seen the applicant engaged in ministry or leadership? With what degree of fruitfulness?

**RECOMMENDATIONS**

1. In your opinion does this person's character meet the biblical norms for leadership? Please state any reservations.

2. Would you recommend this candidate?  
Yes, with enthusiasm \_\_\_\_\_ Yes \_\_\_\_\_  
Uncertain \_\_\_\_\_ No \_\_\_\_\_

Any reservations?

3. Is there any further information that would be valuable in our assessment of this applicant?

**YOUR NAME** (please print) \_\_\_\_\_

**YOUR SIGNATURE** \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

# **Bear Trap Ranch's CONFIDENTIAL REFERENCE FORM**

## **Employer Reference**

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
NAME OF REFERENCE

Date \_\_\_\_\_

\_\_\_\_\_  
POSITION APPLYING FOR

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Bear Trap Ranch  
Attn. Summer Crew Program  
8655 Old Stage Road  
Colorado Springs, CO 80906

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PLEASE DO NOT ANSWER ANY QUESTIONS 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 return by \_\_\_\_\_

How to respond:

1. Please use black ink to complete this reference form. Be sure that the form notes the applicant's name. Then mail the form to the address above.
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1. How long have you known the applicant?
  
2. What is your relationship to the applicant?
  
3. Using numbers 1, 2 and 3, please note below the applicant's three strongest areas. Using numbers 5 and 6 note his/her two weakest areas.

	a. Knows self fairly well
	b. Is supportive of others
	c. Is cool under pressure
	d. Can function in a job where there is more to do than time to do it
	e. Can structure his or her own time with minimal daily supervision
	f. Is a self-starter/takes initiative
	g. Has considerable drive/is goal-oriented
	h. Is quickly at home with new people
	i. Is effective at oral communication
	j. Exercises leadership
	k. Can work with a diversity of people
	l. Works best in a team context
	m. Is adept at problem-solving

4. Please comment on any personal characteristic(s) listed above in order to help us know the applicant better.

5. Would you be pleased to have this applicant continue (or return to) your employment?  
 Yes with enthusiasm \_\_\_\_  
 Yes \_\_\_\_  
 Uncertain \_\_\_\_  
 No \_\_\_\_ (If no, please comment.)

6. In the course of the day, what work habits have you observed?

7. Has the applicant taken a leadership role in his/her current position? If so, what?

8. What relational skills does the applicant have? Please illustrate.

9. How could the applicant improve how he/she relates to others?

10. Is there anything further you would like to add that would be valuable in our assessment of this applicant?

**YOUR NAME** (please print) \_\_\_\_\_

**YOUR SIGNATURE** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_