

**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	___ Small Group Leadership
___ Honesty/Integrity	___ Large Group Leadership
___ Enthusiasm	___ Ability to Work with Others
___ 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:

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
Lauri Egertson
11900 Frontier Rd.
Frazier Park, CA 93225
Office Phone: (661) 245-3519
FAX Number: (661) 245-2047
E-mail: Lauri@lrcchome.com**

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