



# SUMMER STAFF APPLICATION

Please fill out and return to:

Address: 5130 Memorial Rd. Rapid City, SD 57702 Phone: (605) 343-4394 Fax: (605)342-8416 Email: director@cedarcanyoncamp.com www.cedarcanyoncamp.com

## ABOUT YOU

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  Male  Female

Current Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Permanent Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Email Address \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

What name(s) do you use on your  Facebook  Other Social network site pages \_\_\_\_\_

Have you been on staff at Cedar Canyon Camp before?  Yes  No If yes, what year(s): \_\_\_\_\_

If yes, what area did you work in? \_\_\_\_\_

Shirt Size (Please Check One)  S  M  L  XL  XXL  Other: \_\_\_\_\_

## CHURCH INVOLVEMENT:

Church You Attend \_\_\_\_\_

Phone \_\_\_\_\_

Tell us about any teaching, leadership, or responsibilities you hold in your local church you attend: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us about past Christian service experience outside your church (camps, mission trips, events): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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## TELL US WHAT YOU WOULD LIKE TO DO

Please mark the positions for which you are applying in the order of preference use 1,2,3, etc.):

\_\_\_\_\_ **Adventure Director**- Oversee the adventure programs including high ropes, low ropes, zip line, water slide, and other programs as necessary. Training is provided. 21 years old preferred.

\_\_\_\_\_ **Food Service Assistant(x3)**- Assist in foodservice preparing meals, serving meals, and clean up of meals. Training provided. Must be 16 years old. 18 years old preferred. Prior food service experience is a plus.

\_\_\_\_\_ **Adventure Assistant(x3)**- Help in adventure area including high ropes, low ropes, archery, nature studies, and other programs as necessary. Training is provided. Must be 16 years old. 18 years old preferred.

\_\_\_\_\_ **Snack Shop/Food Service(x2)**- Run the gift store/canteen when needed as well as food service and other areas. 18 years old preferred.

\_\_\_\_\_ **Maintenance Assistant**– Work in all maintenance areas including but not limited to grounds, building upkeep, facility repair, etc.

\_\_\_\_\_ **Housekeeping/Floater**– Assist with housekeeping needs and laundry services. Be available to help in all other areas as necessary. All training provided.

\_\_\_\_\_ **Floater**– Assist with all areas as needs arise. All training provided.





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## TELL US ABOUT YOUR SKILLS

Check all that apply

P=Participant

S=Skilled at

T=Able to teach/Certified

### Food Service

P S T

Cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dish Washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Prep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Adventure

P S T

Camping Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing Wall/Tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Ropes Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Ropes Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belaying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Maintenance

P S T

Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gardening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Music

P S T

Guitar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Tech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Office

P S T

Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone/Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Sports

P S T

Archery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Miscellaneous

P S T

Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retail Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video Editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bible Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Certifications\*

Expiration Date: \_\_\_\_\_

CPR: \_\_\_\_\_

First Aid: \_\_\_\_\_

Lifeguard: \_\_\_\_\_

Other Certifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Please attach certifications with application**

Other Skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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## TELL US ABOUT YOUR MOST RECENT EMPLOYMENT HISTORY

Position Held	Employer	Supervisor	Phone Number	Dates Employed

## TELL US ABOUT YOUR EDUCATION

High School: \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated ?  Yes  No

College: \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated ?  Yes  No

Area(s) Of Study: \_\_\_\_\_

College: \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated ?  Yes  No

Area(s) Of Study: \_\_\_\_\_

Other: \_\_\_\_\_ # of Years \_\_\_\_\_ Graduated ?  Yes  No

List any awards, honors, and/or activities related to school activities: \_\_\_\_\_

## TELL US ABOUT YOUR OTHER EXPERIENCE

List any other experiences that demonstrate your qualifications for the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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## YOUR BACKGROUND

**By signing and submitting this application, you acknowledge and consent to a background check conducted by Cedar Canyon Camp.**

Have you ever been accused of improper conduct regarding children?  Yes  No

Fully describe **any and all** pending criminal and misdemeanor charges and/or past arrests: \_\_\_\_\_

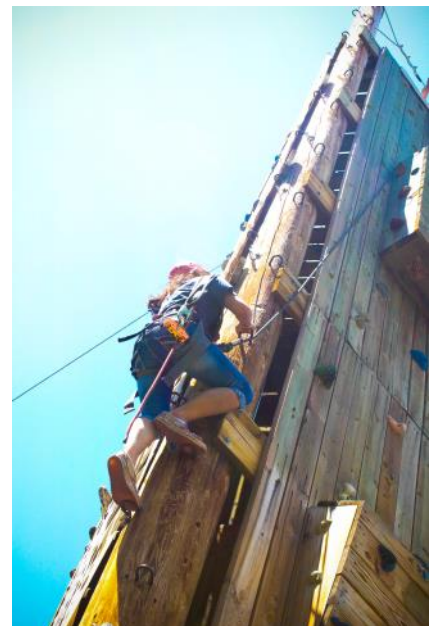
Do you have any physical or mental impairments that might interfere with your job?  Yes  No

If yes, please explain: \_\_\_\_\_

## TELL US ABOUT YOUR REFERENCES

Please give a reference form to an adult (not a relative or peer) who knows you well in each of these categories. Include the positions you are considering on each form. Provide a stamped envelope addressed to Cedar Canyon Camp with each reference form given out.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
Christian Worker/ Pastor			
Employer/ Teacher			
Reference of Choice			



**IMPORTANT:** Applications are not processed until reference forms are received. All reference forms must be received before an applicant is hired.

**It is the responsibility of the applicant to ensure that the references return their reference form to CCC.**



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## TELL US...

### STATEMENT OF FAITH:

Please review our Statement of Faith found in Appendix A of this application. Then sign below.

I agree with the Statement of Faith of Cedar Canyon Camp and agree to exemplify and teach the principles contained therein.

SIGNED \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

### CEDAR CANYON CAMP LIFESTYLE STATEMENT:

While on staff at Cedar Canyon Camp I will live a lifestyle that is wholly pleasing to God during off time as well as work time:

1. I will not use alcohol, tobacco, or illegal drugs.
2. I will keep myself sexually pure in mind and body. Therefore I will not see movies not pleasing to God, and will not read books, magazines, or view internet sites that lead me to sinful thoughts. Instead I will spend time in the Word of God, and keep my mind and eyes focused on Jesus.
3. I acknowledge that I am a representative of Jesus Christ and Cedar Canyon Camp, and as such, I will be a godly example to all who see me, whether at camp or in the community.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_





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## TELL US...

### APPLICANT'S AGREEMENT WITH CEDAR CANYON CAMP:

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | In the event of employment, I agree to abide by all present and subsequently issued rules and policies of CCC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | In the event of employment, I authorize Cedar Canyon Camp to use any photos, video or sound recordings taken of me during the summer in future camp promotional material.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I certify that all statements given on this application are accurate and realize that falsifications or misrepresentation of this or any other personal record may result in my immediate dismissal .  |
| <input type="checkbox"/> | <input type="checkbox"/> | I authorize my former employers and other individuals to give information concerning me, whether or not it is of official record. I release them and their organization from any liability whatsoever.   |
| <input type="checkbox"/> | <input type="checkbox"/> | I hereby authorize Cedar Canyon Camp to obtain information pertaining to any charges and/or convictions I may have had for federal and state criminal law violations, by name and/or fingerprinting. This information will include but not be limited to allegations and convictions for crimes upon minors and will be gathered from any law enforcement agency of this state or any state or federal government, to the extent permitted by state and federal law. |
| <input type="checkbox"/> | <input type="checkbox"/> | In the event of employment, I will commit myself to fulfill my employment.   |

**Applicant Signature**

**Date**



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## PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PIECE OF PAPER:

1. Why do you want to work at Cedar Canyon Camp?
2. Tell us about your relationship with God and what effect that relationship has on your life.
3. In what ways have you grown in your Christian walk within the past six months?
4. What separates Christianity from other religions? Is there such a thing as absolute truth?
5. Tell us about any experience you may have working with children, youth, and families.
6. What is your opinion concerning the following issues:
  - A. The authority of Scripture
  - B. Use of tobacco, drugs, and alcoholic beverages
  - C. Premarital Sex
  - D. Homosexuality





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## Appendix A– Statement of Faith- We consider these beliefs non-negotiable...

### **Faith in the Holy Trinity**

The Father – We believe in one living and true God, both holy and loving, eternal, unlimited in power, wisdom, goodness, the Creator and Preserver of all things.

The Son of God – We believe in Jesus Christ, the only begotten Son of God.

The Holy Spirit – He is the Administrator of grace to all mankind. He is ever present, assuring, preserving, guiding, and enabling the believer.

### **The Word of God**

We believe that God's Word is inspired and infallible. It is fully inerrant in their original manuscripts and superior to all human authority. You don't fit the Bible in your life, you fit your life in the Bible. God's Word has never failed man. It is a perfect road map that leads to eternal life with God.

### **God's Purpose for Humanity**

We believe that the two great commandments which require us to love the Lord our God with all the heart, and our neighbors as ourselves, summarize the divine law as it is revealed in the Scriptures. They are the perfect measure and norm of human duty, both for the ordering and directing of families and nations, and all other social bodies, and for individual acts, by which we are required to acknowledge God as our only Supreme Ruler.

### **Marriage and the Family**

God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship which is divinely designed for the birth and rearing of children and is a covenant union made in the sight of God, taking priority over every other human relationship.

### **Personal Choice**

We believe that humanity's creation in the image of God included ability to choose between right and wrong.

### **The Atonement**

We believe that Christ's offering of Himself, once and for all, through His sufferings and death on the cross, provides the perfect redemption and atonement for the sins of the whole world, both original and actual.

### **Repentance and Faith**

We believe that for men and women to appropriate what God's prevenient grace has made possible, they must voluntarily respond in repentance and faith. The ability comes from God, but the act is the individual's. Repentance begins by the convicting ministry of the Holy Spirit. It involves a willful change of mind that renounces sin and longs for righteousness, a godly sorrow for and a confession of sin. Faith, in turn, is the only condition of salvation. It begins in the agreement of the mind and the consent of the will to the truth of the gospel.

### **Justification, Regeneration and Adoption**

We believe that justification is the judicial act of God whereby a person is accounted righteous, granted full pardon of all sin, delivered from guilt, completely released from the penalty of sins committed.

We believe that regeneration, or the new birth, is that work of the Holy Spirit whereby, when one truly repents and believes, one's moral nature is given a spiritual life with the capacity for love and obedience.

We believe that adoption is the act of God by which the justified and regenerated believer becomes a partaker of all the rights, privileges and responsibilities of a child of God.

### **Good Works**

We believe that although good works cannot save us from our sins or from God's judgment, they are the fruit of faith and follow after regeneration.

### **Sin after Regeneration**

We believe that it is possible to fall into sin after regeneration.

### **Sanctification**

We believe that sanctification is that work of the Holy Spirit by which the child of God is separated from sin unto God and is enabled to love God with all the heart and to walk in all His holy commandments blameless. Regeneration is when we have God. Sanctification is when God has you.

### **The Gift of the Spirit**

We believe that the Holy Spirit is the agent of all Spiritual gifts and that these gifts are given to glorify God and not man. However, we major on the fruit of the Spirit and not the gifts of the Spirit. Gifts of the Spirit without first the fruit of the Spirit is like a tree without roots.

### **The Second Coming of Christ**

We believe that the certainty of the personal and imminent return of Christ inspires holy living and zeal for the evangelization of the world.

### **The Church**

We believe that the Christian church is the entire body of believers in Jesus Christ, who is the founder and only Head of the church. We believe that the church was/is God's only plan to save the world and is a powerful gathering of people beyond anything man could construct.

### **Destiny**

We believe that there is life after death and all are on their way to either heaven or hell.

### **The Sacraments: Baptism and the Lord's Supper**

We believe that water baptism and the Lord's Supper are the sacraments of the church commanded by Christ and ordained as a means of grace when received through faith.

We believe that water baptism is an outward and visible sign of an inward transformation of the heart and should be administered to all believers.

We believed that the Lord's Supper is a sacrament of our redemption by Christ's death and our hope in His victorious return, as well as a sign of the love that Christians have for each other.



# REFERENCE QUESTIONNAIRE

For A Pastor Or Christian Worker

**To the applicant:** Please print your name and position applied for in the spaces below. Please provide a stamped and addressed envelope for each form. It is your responsibility to see that all forms are returned to Cedar Canyon Camp.

**To The Reference Person:** This applicant is applying for a summer staff position at Cedar Canyon Camp. Given the specific demands of being on summer staff and the intensity and responsibility that entails, we need your help by answering the questions below fully and honestly to the best of your knowledge.

Name of Applicant: \_\_\_\_\_

Position Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## OBJECTIVE RATING:

Under each general heading, check the phrase that most accurately describes the applicant's habitual behavior with regard to that specific trait.

### 1. How well is the applicant able to direct and influence others?

- Poor leader; incapable of directing others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others

### 2. How well does the applicant work with others?

- Cooperates grudgingly; makes trouble; obstructionist
- Limited cooperation; neglects common good for own interests
- Cooperates with others towards accomplishment of goal
- Exceptionally successful working with others/inspires confidence

### 3. How does this person react to suggestions or criticisms by others?

- Takes criticism as a personal insult; resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Asks for criticisms and suggestions

### 4. How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity?

- Fails to carry out convictions under stressful conditions
- Acts according to convictions in most situations
- Carries out principles and convictions constantly and boldly even in the face of obstacles

### 5. How responsible is the applicant?

- Irresponsible even under supervision
- With constant supervision will do satisfactory job
- Needs detailed instructions with regular checks of work
- Carries out routine activity on own accord
- Exceptionally able to accomplish work without close supervision

### 6. How well does this person apply energy and persistence in completing a task?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks of own accord
- Exceptional perseverance; does more than expected

### 7. How well does the applicant control emotions?

- Easily depressed, irritated or elated
- Occasionally unresponsive
- Unresponsive; apathetic
- Tends to be overly emotional
- Usually well-balanced
- Well-balanced



# REFERENCE QUESTIONNAIRE

For A Pastor Or Christian Worker

## APPLICANT EVALUATION:

With "1" as the lowest or poorest end of the scale and "10" as the highest or best, please check the appropriate number.

	Poor		Average			Good			Superior	
Teachability	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Promptness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to follow instructions	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Outgoing	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Emotional Balance	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to work with children	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to work with youth	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Fulfilling obligations	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Sense of humor	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Temper Control	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to follow through	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Enthusiasm	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Trustworthiness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to get along with others	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Tactfulness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Leadership ability	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Friendliness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Willingness to serve others	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10



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For A Pastor Or Christian Worker

**Questions:** Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you lack personal knowledge on a given topic, please say so.

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

How does this applicant relate to children? What age group does the person work best with?

What special abilities does the applicant possess that would be valuable to Cedar Canyon Camp?

Is there anything in the personal life of the applicant that would disqualify him/her from serving at Cedar Canyon Camp?

Would you want the applicant to be a role model for your child?

Maturity of judgment. How does this person react in stressful situations, i.e. making decisions?

Dependability. Can he/she be relied upon? Does this person weaken in absence of supervision?

From your observation of the applicant, please list:

Three Strongest Points:

Three Weakest Points:

Please provide any additional comments you feel will help us consider this applicant:

\_\_\_\_ I recommend \_\_\_\_ I do not recommend this person for a summer staff position. (check one)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

If you have any further questions or concerns regarding this reference form, please call the office at (605) 343-4394 or email our Director, Ben Sutton, at [director@cedarcanyoncamp.com](mailto:director@cedarcanyoncamp.com). Thank you very much!

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Cedar Canyon Camp  
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Rapid City, SD 57702

Or [director@cedarcanyoncamp.com](mailto:director@cedarcanyoncamp.com)



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For An Employer/Teacher

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Ability to work with children	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to work with youth	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Fulfilling obligations	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Sense of humor	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Temper Control	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to follow through	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Enthusiasm	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Trustworthiness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to get along with others	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Tactfulness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Leadership ability	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Friendliness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Willingness to serve others	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10



# REFERENCE QUESTIONNAIRE

For An Employer/Teacher

**Questions:** Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you lack personal knowledge on a given topic, please say so.

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

How does this applicant relate to children? What age group does the person work best with?

What special abilities does the applicant possess that would be valuable to Cedar Canyon Camp?

Is there anything in the personal life of the applicant that would disqualify him/her from serving at Cedar Canyon Camp?

Would you want the applicant to be a role model for your child?

Maturity of judgment. How does this person react in stressful situations, i.e. making decisions?

Dependability. Can he/she be relied upon? Does this person weaken in absence of supervision?

From your observation of the applicant, please list:

Three Strongest Points:

Three Weakest Points:

Please provide any additional comments you feel will help us consider this applicant:

\_\_\_ I recommend \_\_\_ I do not recommend this person for a summer staff position. (check one)

Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

If you have any further questions or concerns regarding this reference form, please call the office at (605) 343-4394 or email our Director, Ben Sutton, at [director@cedarcanyoncamp.com](mailto:director@cedarcanyoncamp.com). Thank you very much!

Please return promptly to:  
Cedar Canyon Camp  
5130 Memorial Rd  
Rapid City, SD 57702  
Or  
[director@cedarcanyoncamp.com](mailto:director@cedarcanyoncamp.com)



# REFERENCE QUESTIONNAIRE

For A Reference Of Choice

**To the applicant:** Please print your name and position applied for in the spaces below. Please provide a stamped and addressed envelope for each form. It is your responsibility to see that all forms are returned to Cedar Canyon Camp.

**To The Reference Person:** This applicant is applying for a summer staff position at Cedar Canyon Camp. Given the specific demands of being on summer staff and the intensity and responsibility that entails, we need your help by answering the questions below fully and honestly to the best of your knowledge.

Name of Applicant: \_\_\_\_\_

Position Desired: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## OBJECTIVE RATING:

Under each general heading, check the phrase that most accurately describes the applicant's habitual behavior with regard to that specific trait.

### 1. How well is the applicant able to direct and influence others?

- Poor leader; incapable of directing others
- Usually follows the lead of others
- Normally successful in directing and leading others
- Very successful in leading others
- Exceptional leader; inspires others

### 2. How well does the applicant work with others?

- Cooperates grudgingly; makes trouble; obstructionist
- Limited cooperation; neglects common good for own interests
- Cooperates with others towards accomplishment of goal
- Exceptionally successful working with others/inspires confidence

### 3. How does this person react to suggestions or criticisms by others?

- Takes criticism as a personal insult; resents suggestions
- Listens to suggestions but may act without considering them
- Follows suggestions willingly
- Asks for criticisms and suggestions

### 4. How does the applicant demonstrate a lifestyle committed to spiritual growth and integrity?

- Fails to carry out convictions under stressful conditions
- Acts according to convictions in most situations
- Carries out principles and convictions constantly and boldly even in the face of obstacles

### 5. How responsible is the applicant?

- Irresponsible even under supervision
- With constant supervision will do satisfactory job
- Needs detailed instructions with regular checks of work
- Carries out routine activity on own accord
- Exceptionally able to accomplish work without close supervision

### 6. How well does this person apply energy and persistence in completing a task?

- Needs much prodding to complete work
- Rather indifferent; does not finish job
- Completes assigned tasks of own accord
- Exceptional perseverance; does more than expected

### 7. How well does the applicant control emotions?

- Easily depressed, irritated or elated
- Occasionally unresponsive
- Unresponsive; apathetic
- Tends to be overly emotional
- Usually well-balanced
- Well-balanced





# REFERENCE QUESTIONNAIRE

For A Reference Of Choice

## APPLICANT EVALUATION:

With "1" as the lowest or poorest end of the scale and "10" as the highest or best, please check the appropriate number.

	Poor		Average			Good			Superior	
Teachability	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Promptness	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to follow instructions	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Outgoing	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Emotional Balance	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
Ability to work with children	___ 1	___ 2	___ 3	___ 4	___ 5	___ 6	___ 7	___ 8	___ 9	___ 10
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Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

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5130 Memorial Rd  
Rapid City, SD 57702  
Or  
[director@cedarcanyoncamp.com](mailto:director@cedarcanyoncamp.com)