

**BOARD OF OUTDOOR AND RETREAT MINISTRIES, INC. (BORM)  
REFERENCE QUESTIONNAIRE**

\_\_\_\_\_ has applied to work as \_\_\_\_\_ at \_\_\_\_\_  
Name of Applicant Position Site

this summer. This person has submitted your name as a reference who could evaluate his/her past performance as well as potential for the above position. Please give full consideration to the ratings below. Thank you for your time. The applicant **has/ has not** waived his or her right to inspect this reference.

How long have you known the applicant? \_\_\_\_\_ What is your relationship to the applicant? \_\_\_\_\_

**OBJECTIVE RATING:** (Please check which best describes applicant)

1. How well is the applicant able to direct and influence others along definite lines of action?  
 Poor leader; incapable of directing others  
 Usually follows the lead of others  
 Normally successful in leading and directing others  
 Exceptional leader; inspires others along desirable lines of action
  
2. How well does individual work with associates and others for the good of the group?  
 Exceptionally successful in working with others and inspiring confidence  
 Cooperates willingly and actively regardless of self-benefit; makes things go smoothly  
 Gives limited cooperation; neglects common good for own interests  
 Cooperates grudgingly; makes trouble - - obstructionist
  
3. How does the applicant react to suggestions or criticism by others?  
 Takes criticism as a personal insult  
 Resents suggestions  
 Listens to suggestions but may act without considering them  
 Follows suggestions willingly  
 Asks for suggestions and welcomes criticism
  
4. How responsible is the applicant? Is the applicant able to competently get things done on own?  
 Irresponsible even under supervision  
 With constant supervision will do satisfactory work  
 Usually needs detailed instructions with regular checks of work.  
 Carries out routine activity on own responsibility  
 Exceptionally able to accomplish without close supervision
  
5. How well does the applicant put his/her principles into action?  
 Carries out principles and convictions constantly and boldly even in the face of criticism  
 Acts according to convictions under normal circumstances  
 Fails to carry out convictions under adverse circumstances
  
6. How well does the applicant apply energy and persistence in following a job through?  
 Needs prodding to complete work  
 Rather indifferent; does not finish job  
 Completes assigned tasks of own accord  
 Industrious, energetic; dependable at all times  
 Unusual perseverance; does more than expected
  
7. How well does applicant control emotions?  
 Unusual balance between responsiveness and control  
 Well-balanced  
 Usually well balanced  
 Tends to be unresponsive  
 Unresponsive; apathetic  
 Tends to be over-emotional  
 Easily depressed, irritated, or elated

(Continued on back side)

**NARRATIVE REPORT** - Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please say so.

1. Maturity of judgment. How does the applicant react in situations of stress, i.e. make decisions?
2. Nature of associates. Describe the types of people with whom individual habitually associates.
3. Dependability. Can this applicant be relied upon? Does this applicant weaken in absence of authority?
4. Does the applicant use alcohol, drugs, and/or tobacco? To what extent?
5. To the best of your knowledge, does the applicant have any criminal convictions for child abuse or sex-related crimes?

**If the applicant is applying to work at Camp Kinawind, a counselor or lifeguard at Judson Collins, or for the Myers Lake intern position please answer these additional questions:**

1. Impressions of suitability as a camp leader. Would you be willing to have your children under the supervision of the applicant for a week in a camp situation? If not, why?
2. Can the applicant lead campers toward the objectives of a Christian camp and lead devotions, prayer, worship?
3. Have you seen the applicant in a leadership role with children or youth? \_\_\_\_\_ If so, when?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Please return reference form to the appropriate staff person listed below:

**Camp Kinawind**  
Fred Elmore, Director  
PO Box 692  
Suttons Bay, MI 49682  
Phone: (231) 271-3089  
Fax: (810) 233-6484

**Judson Collins Center**  
Sarah Ratz, Program Director  
1000 Hane Hwy  
Onsted, MI 49265  
Office: (517) 467-7711  
Fax: (517) 467-6650

**Myers Lake Campground**  
Jon Lawrence, Director  
10575 W. Silver Lake Rd  
Byron, MI 48418  
Office: (810) 266-4511  
Fax: (810) 266-6037