

# **Youth Dynamics** Applicant Reference Form

This form is to be completed and returned directly to the YD Administrative Office:  
Attn: HR Department, PO Box 486, Burlington, WA 98233

Your honest appraisal will assist in evaluating the applicant's qualifications and abilities. Please leave blank any questions you do not feel qualified to answer. Remember that it will be truly the exceptional person who ranks high in all categories. Your prompt response is greatly appreciated. A representative from our ministry may call you to confirm the reference.

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

Position Applying For:  Full Time Staff  Intern  Summer Staff  Volunteer Staff

YD Communities Area (list town) or YD Adventures base (list state): \_\_\_\_\_

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Your Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Your relationship to the applicant:

Pastor/Christian Leader  Employer  Parent/Guardian  Friend/Coworker  Spouse

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How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please describe the applicant's ability and experience to work with youth.

What leadership abilities have you observed in the applicant?

What do you feel are the applicant's main weaknesses or areas that could use improvement?

What do you feel are the applicant's main strengths that he or she would bring to this position?

Are you aware if this applicant has been subjected to disciplinary action, suspended, terminated, or asked to leave a job or volunteer position because of engagement in child sexual abuse, neglect, other unlawful sexual behavior, or otherwise violated an employer's sexual misconduct or harassment policy? If so, please describe this situation.

Do you know if this applicant has ever been convicted of a criminal offense (misdemeanor or felony other than a parking violation) in a court of law? If so, please describe the nature of the offense.

## Personal Evaluation

Please circle the number that best describes *your* perception of the applicant. Answer those questions to which you feel capable of giving a response.

### Spiritual Maturity

Evaluate the applicant's Christian faith experience

0	1	2	3	4	5	6	7	8	9	10
Immature			Average			Growing		Unusual Spiritual Insight		

### Church Involvement

Evaluate the applicant's relationship with a local church

0	1	2	3	4	5	6	7	8	9	10
Infrequent Church Attendance			Frequent Church Attendance			Active Part in Local Church		Deeply Involved in Church life and ministry		

### Personality

What is the applicant's general personality type?

0	1	2	3	4	5	6	7	8	9	10
Cold		Shy			Warm Fun Loving		Extroverted			Overbearing

### Social Awareness

How responsive is the applicant to the feelings of others?

0	1	2	3	4	5	6	7	8	9	10
Slow to Respond			Fairly Responsive			Thoughtful, Considerate			Unusual Insight	

### Emotional Stability

Consider how the applicant reacts in stressful situations.

0	1	2	3	4	5	6	7	8	9	10
Somewhat Unstable			Fairly Well-Balanced			Well-Balanced		Unusually Well-Balanced		

### Leadership

Evaluate the applicant's leadership abilities

0	1	2	3	4	5	6	7	8	9	10
Never Leads			Fair			Average				Exceptional

### Responsibility

How well is the applicant able to assume responsibility?

0	1	2	3	4	5	6	7	8	9	10
Unable			Fair			Average (Some Initiative)			Very Responsible	

### Cooperation

Evaluate the applicant's willingness to lead through serving others

0	1	2	3	4	5	6	7	8	9	10
Unwilling			Indifferent			Unusually Willing				Outstanding

### Teamwork

Evaluate the applicant's ability to function in a team relationship

0	1	2	3	4	5	6	7	8	9	10
Difficult			Works Fairly Well			Works Well				Exceptional

### Communication

Evaluate the applicant's ability to present thoughts with logic and clarity

0	1	2	3	4	5	6	7	8	9	10
Not Able to Communicate		Occasionally Misunderstood				Usually Clear			Superior Ability to Communicate	

### Rapport with Teens

Evaluate the applicant's ability to develop rapport with teens

0	1	2	3	4	5	6	7	8	9	10
Difficulty Establishing					Liked by teens			Builds and Maintains Quickly		

Do you recommend the applicant for this position?

I \_\_\_\_strongly recommend \_\_\_\_recommend \_\_\_\_recommend with hesitation \_\_\_\_do not recommend.

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

Thank you for your feedback! Please return form to address listed on the top of the front page.