

Timberline Ranch Staff Reference Form – Associate (2 Required)

APPLICANT INFORMATION – Please complete before giving to your reference

Applicant Name: _____ Phone: _____

Applicant: Please complete this section of the reference form and then give it to your reference. This reference must be given to two people who know you well but are not related. A third reference must be given to a pastor. **Note:** We will not process your application until we have received all three of your reference forms.

Signature of Applicant: _____ Date: _____

REFERENCE INFORMATION

Name: _____ Organization: _____

Position: _____ Phone: (____) _____

Address: _____ City: _____ Postal: _____

Email: _____

Please provide the following information to the best of your knowledge. Give an honest evaluation of the applicant as you have observed them both at work and in the routine of their daily life. Please attach a separate sheet if more room is needed to answer questions. When complete please email, mail, or fax to:

Timberline Ranch c/o Program
22351 – 144th Ave. • Maple Ridge, BC • V4R 2P8

• **program@timberlineranch.com**
• **Fax: (604)-463-4346**

REFERENCE QUESTIONS

YOUR EXPERIENCE WITH THE APPLICANT

How long have you known the applicant? _____ In what capacity/relationship? _____

How well do you know the applicant? Close personal relationship Close business/formal relationship
 Fairly well Limited knowledge Other: _____

Have you observed the applicant in a leadership role? Yes No

If so, how did the applicant handle their responsibilities in this role? _____

STRENGTHS & ABILITIES

Please name a few outstanding qualities of this applicant: _____

Do you know of any specific traits or skills that would be an asset to Timberline Ranch? _____

CHARACTER

How would you describe the applicant's character? _____

Describe any concerns you might have with the applicant's conduct or character: _____

PERSONAL LIFE AND RELATIONSHIPS

Do you know of any circumstances in the applicant's personal or family life that would aid our understanding? _____

Do the applicant's friendships have a positive influence on them? Why or why not? _____

PERSONAL EVALUATION – Please circle a number for each trait, and leave blank if you do not know.

Integrity:	Compromising	1	2	3	4	5	High Morals
Work Ethic:	Lazy	1	2	3	4	5	Takes Initiative
Reliability:	Irresponsible	1	2	3	4	5	Trustworthy
Leadership:	Bad Influence	1	2	3	4	5	Great Influence
Communication:	Unclear or Unassertive	1	2	3	4	5	Clear & Assertive
Leadership Attitude:	Rule-Breaker	1	2	3	4	5	Supportive of Authority
Team Player:	Prefers to Work Alone	1	2	3	4	5	Works well with Others
Conflict Resolution:	Insensitive	1	2	3	4	5	Skillfully Resolves
Confidence:	Lacks Courage	1	2	3	4	5	Outgoing
Concern for Others:	Uncaring	1	2	3	4	5	Compassionate

Comments / Clarifications: _____

RECOMMENDATION

Would you trust this applicant to care for (your) children? Yes No Why or why not? _____

Would you recommend this applicant for working or volunteering at Timberline Ranch?
 Not Able to Recommend Highly Recommend Recommend, but with the following reservations:

Signature of Person Giving Reference: _____ **Date:** _____

Please feel free to call me about what I have written here.