

# Timberline Ranch Staff Reference Form – Pastoral (1 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 a Pastor, and the other two should be people who know you well but are not related. **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 – 144<sup>th</sup> 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? \_\_\_\_\_  
\_\_\_\_\_

**SPIRITUAL LIFE & CHURCH INVOLVEMENT**

In your experience, does the applicant display signs of being a genuine Christian?  Yes  No  Unsure

If yes, please indicate how long they have been saved, if you know: \_\_\_\_\_  Unsure

Is the applicant actively involved at his/her church?  Yes  No  Unsure

If yes, in what role(s)? \_\_\_\_\_  
\_\_\_\_\_

Have you observed this applicant maturing in his or her relationship with Jesus? If yes, in what ways? \_\_\_\_\_  
\_\_\_\_\_

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

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