

# Circle C Ranch

## Summer Application Instructions

### Summer 2012

**WELCOME!** We are excited about your interest in being a part of our Awesome Summer Staff at Circle C Ranch. You hold in your hand our Application Packet that includes a Summer Staff Application Form, a list of Available Positions along with their Job Descriptions, and Reference Forms. **BEFORE** you dive in, please take a moment to go through the following information, which will **greatly** help you avoid mistakes which could delay the processing of your application.

- Please read thoroughly and fill out ALL parts of the application completely.
- Be sure to sign the “Applicants Affirmation.” If you are under the age of 18, make sure a parent or guardian signs this.
- For those who applied in the past years, please fill in ALL information. Do not ask us to copy it from past applications. *\*If you have worked at camp for a minimum of two summers with in the past five years you DO NOT need Reference Forms.*
- The Reference forms work like this:
  - a. Put your name, address, and position(s) desired at the top of each Reference Form.
  - b. Give the appropriate Form to the appropriate person. Please note that the one is for a **Christian Worker** and the other one is for a **Professor/Teacher or Recent Employer**.
  - c. Try to pick people whom you consider know you well. No relatives please.
  - d. Provide an envelope with each form. Have each Reference person fill out the form, seal it in the envelope, and then return it to you. You will then mail these in with your completed application.

#### **IMPORTANT DATES:**

- April 14 - Applications and References are to be postmarked by this date in order to receive full consideration.
- May 14 - Notification regarding your employment at Circle C is sent to you no later than this date.

#### **BEFORE FINAL ACCEPTANCE CAN BE MADE, THE FOLLOWING MUST BE COMPLETED:**

- Attach recent photo with application. We cannot accept you without a picture on file. This is a New York State law.
- If you are under 18 years of age, be sure a parent or guardian signature is NOTARIZED on the part entitled “Camp Health Examination Form”.
- For those under age 18, you must have a New York State working permit. Please bring this with you when you come to camp. Out of state students will get a permit issued from NYS at our local high school. We will need your birth certificate, which you can bring with you. **Failure to do this will force us to terminate your employment immediately due to NYS laws!**

If you are accepted for employment, you will receive a contract to sign plus all the information advising you what to bring and what you will need for the summer.

**Thank you again for your interest in being a part of our EXCITING summer ministry at the Circle C Ranch! We look forward to hearing from you soon.**

**HIRING BEGINS AS SOON AS APPLICATIONS ARE RECEIVED. WE HIRE QUALIFIED APPLICANTS AS SOON AS WE POSSIBLY CAN, SO DON'T WAIT UNTIL APRIL 14TH TO SEND IN YOUR APPLICATION IF YOU WANT THE BEST CHANCE OF BEING HIRED.**

## **STATEMENT OF FAITH**

- We believe the Bible is the divinely inspired and authoritative Word of God, the only infallible rule of faith and practice.
- We believe there is one God, Creator and sustainer of the universe, Who eternally exists in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of the Lord Jesus Christ, His virgin birth, sinless life, redemptive death, bodily resurrection, present exaltation at God's right hand, and personal return.
- We believe that all have sinned, fallen short of God's glory, and therefore are guilty under judgment before God in His righteousness.
- We believe that God, in love, provided an atonement for sin through the death of His Son, Jesus Christ, on the cross; also, that through repentance and saving faith in Christ, man is delivered from judgment by the gift of God's grace and is born again into eternal life.
- We believe in the deity and person of the Holy Spirit, Who works in men to lead them to God through Christ, and Who dwells in believers, equipping and empowering them for lives of worship, holiness and fruitful service.
- We believe the Church is comprised of all true believers, and the mission of the Church, with Christ as its Head, is to communicate the Gospel of Jesus to all the world.
- We believe in the resurrection of the body, and the everlasting separation of unbelievers from God in Hell, and the everlasting life of believers in the presence of God.
- Circle C Ranch holds the Biblical stance that the gift of "speaking in tongues" is not relevant for today. Therefore, if you are not in agreement with this position, please do not apply for employment.
- We believe that at death the believers (born again ones) will be absent from the body and present with the Lord!

# Circle C Ranch

PLEASE  
ATTACH  
RECENT  
PHOTO  
HERE  
Required by Law

## SUMMER STAFF APPLICATION

PLEASE PRINT OR TYPE CLEARLY  
IN INK AND MAIL TO  
CIRCLE C RANCH  
PERSONNEL DIRECTOR  
10451 ASHCRAFT ROAD  
DELEVAN, NEW YORK 14042-9664  
Must be postmarked April 14 at the latest

### OFFICE USE

Rec'd \_\_\_\_\_  
Ref. Rec'd \_\_\_\_\_  
Contract \_\_\_\_\_  
Confirmed \_\_\_\_\_  
Staff Ltr. \_\_\_\_\_  
Incomplete \_\_\_\_\_

### MISSION STATEMENT

The purpose of Circle C Ranch is to reach young people with the Gospel of Jesus Christ, to encourage godliness in their lives, and to send them out as equipped witnesses for His Kingdom. All of this happens within the context of a fun, exciting, and meaningful camping experience fueled by a committed godly staff.

### PERSONAL INFORMATION

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

CURRENT PHONE (\_\_\_\_) \_\_\_\_\_ PERMANENT PHONE (\_\_\_\_) \_\_\_\_\_ AGE \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ Are you a U.S. citizen? YES \_\_\_\_\_ NO \_\_\_\_\_

Will current address change before summer? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, when? \_\_\_\_\_ BIRTH DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Where? \_\_\_\_\_

Sex Male \_\_\_\_\_ Female \_\_\_\_\_ /Single \_\_\_\_\_ Married \_\_\_\_\_ Years \_\_\_\_\_ Divorced \_\_\_\_\_ Children? Y/N Ages \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Person to be notified in an emergency \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor? Y/N (Conviction will not necessarily exclude you from employment)  
If yes, please explain \_\_\_\_\_

### CHURCH MEMBERSHIP

I am a MEMBER \_\_\_\_\_ REGULAR ATTENDANT at \_\_\_\_\_ Church

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Pastor \_\_\_\_\_ Youth/College Pastor \_\_\_\_\_ Denomination \_\_\_\_\_

Have you ever received Christ Jesus as your Personal Savior? Y/N Not Sure \_\_\_\_\_ If yes, at what age? \_\_\_\_\_

### EDUCATION

SCHOOL NAME \_\_\_\_\_ CURRENT GRADE/YEAR \_\_\_\_\_

GPA \_\_\_\_\_

Other training beyond high school \_\_\_\_\_

## EMPLOYMENT RECORD

Have you served on Circle C Ranch Staff Before? \_\_\_\_\_ # of full summers \_\_\_\_\_

Most recent \_\_\_\_\_ Most recent position \_\_\_\_\_ Others \_\_\_\_\_

If not, have you applied for our Summer Staff before? \_\_\_\_\_ When? \_\_\_\_\_

How did you become acquainted with our Camp? \_\_\_\_\_

List employment, other than Circle C Ranch, beginning with most recent. We may contact employers listed below unless instructed otherwise by you.

| <u>Employer/Supervisor</u> | <u>Full Address/Phone</u> | <u>Dates (from-to)</u> | <u>Nature of Work</u> |
|----------------------------|---------------------------|------------------------|-----------------------|
|----------------------------|---------------------------|------------------------|-----------------------|

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## PERSONAL REFERENCES (Names of people filling reference forms) - Please refer to the Application Instruction Sheet

| <b><u>Name</u></b> | <b><u>Complete Address</u></b> | <b><u>Title</u></b> |
|--------------------|--------------------------------|---------------------|
|--------------------|--------------------------------|---------------------|

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## POSITION PREFERENCE

Please read carefully the Positions Available listing. Once you determine the positions which best suit your interests and qualifications for service, please list these below by preference for consideration. If you wish to be considered only for your first preference, fill that line only.

FIRST \_\_\_\_\_ SECOND \_\_\_\_\_ THIRD \_\_\_\_\_

**REMUNERATION:** A high school staff member - \$50 per week; A graduating high school senior (2012) - \$75 per week; A college student - \$175 per week (less withholding); Leadership positions (e.g. Program Director) are higher in salary in accordance with their responsibilities \*In addition to each salary, staff receive room & board and \$75 for the mandatory training week June 13-24. Missed days during training week result in deductions per day from the aforementioned \$75.

## **AVAILABLE POSITIONS AT CIRCLE C RANCH**

**LASERTRON DIRECTOR** – Responsible to instruct and run our Lasertron Arena and care for all of the equipment.

**ADVENTURE COURSE DIRECTOR** - Responsible for planning and directing our adventure course period.

**COUNSELOR** - Must be at least 18 years of age. Responsible to care for, counsel and oversee assigned campers while taking them through the daily camp program. Ratio of counselor to campers: 1 to 6-7.

**COUNTRY STORE** - In charge of sales and management of store product such as shirts, hats, and other camp items.

**KITCHEN** - Responsible for minor preparation of food, serving, and clean up in the dining hall and kitchen facilities.

**HEAD LIFEGUARD** - Responsible for overseeing all swimming and pool activities. Must have current Life-guard) certification.

**ASST. LIFEGUARD** - Assist Head Lifeguard in the overseeing of pool activities as well as being responsible for cleaning pools and filters. Must have current lifeguard certification.

**HEAD MAINTENANCE** - In charge of overseeing maintenance crew and organizing work details.

**MAINTENANCE** - Responsible for cleaning both buildings and grounds along with some minor repair jobs.

**HEAD NURSE** - Must be an RN or LPN with American Red Cross Responding To Emergency certification or have an EMT certification, and is responsible for managing the camp's First Aid Center.

**ASST. NURSE** - Responsible to assist the Head Nurse in caring for campers' and staffs' medical needs. And must have a current CPR card and responding to emergencies course.

**SNACK SHOP** - Responsible to organize and sell food items from our snack bar.

**LAUNDRY** - Responsible to do laundry daily for camp staff.

**ROCK WALL DIRECTOR** - Responsible to operate and oversee the activities of our indoor multiple climbing walls.

**WRANGLER** - Must be a qualified rider (western), able to tack and care for horses, and is responsible for taking out daily trail rides as well as helping to maintain a clean horse facility.



## **EXPERIENCE/ QUALIFICATIONS - NEW APPLICANTS and RETURNING STAFF Applying for New Positions**

1. What is your reason for selecting this position(s)?
2. Describe any experience you've had that would assist you in fulfilling the position(s).  
(Read question #3 first to avoid repetition. \*If you are applying for the position of wrangler, please see the enclosed sheet, "Additional Wrangler Application Information.")
3. List extra-curricular, church, community activities you have been involved in. Describe any Bible study groups you have led and/or any other small group leadership experience: camp counselor, college RA, church/school activity.
4. Have you ever been accused or convicted of any form of child abuse? If yes, please describe:

## **PERSONAL STATEMENT**

Please write a personal statement on a separate sheet of paper answering the questions below. Please note there are two sections: one is for NEW Staff applicants, the other is for RETURNING Staff Applicants. Answer all questions in the appropriate section.

### **NEW STAFF APPLICANTS:**

1. Describe how your relationship with Jesus Christ began. Describe what your experience (relationship) has been like since.
2. Why do you want to work at Circle C Ranch?
3. Describe two major influences (people, events, books, etc.) in your life and growth as a Christian.
4. Define "Christianity," in other words, what does it mean to be a "Christian"?
5. Do you agree with our Statement of Faith and our Lifestyle Standards? Please elaborate on any disagreements.

### **RETURNING STAFF APPLICANTS:**

1. Describe your relationship with Jesus during your last summer on staff, including high/low points.
2. What's going on in your walk right now and since leaving Camp?
3. Why do you want to be on staff again?
4. Why should Circle C Ranch hire you again for next summer?
5. If you are part of our staff team this summer, how can we help you grow?
6. You are familiar with Camp. What would you contribute to make the staff a better team and Camp a better place?

# CAMP HEALTH EXAMINATION FORM

## HEALTH HISTORY (Give approximate dates)

Height\_\_\_\_\_ Weight\_\_\_\_\_ Asthma\_\_\_\_\_ Chicken Pox\_\_\_\_\_ Ivy Poisoning\_\_\_\_\_

Diabetes\_\_\_\_\_ Mumps\_\_\_\_\_ Measles\_\_\_\_\_ Hay Fever\_\_\_\_\_ Convulsions\_\_\_\_\_

Rheumatic Fever\_\_\_\_\_ Ear Infections\_\_\_\_\_ Allergies (List)\_\_\_\_\_

Operations or serious injuries (Details & Dates)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chronic or recurring illnesses\_\_\_\_\_

Any Medication - Daily or PRN\_\_\_\_\_

Any specific activities to be restricted\_\_\_\_\_

Have you ever been hospitalized, or has it been recommended, for physical/emotional reasons?\_\_\_\_\_

Do you have physical and/or emotional limitations or problems?\_\_\_\_\_

If the answer is YES to either question, please explain.

Name Of Family Physician \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Current Insurance Provider \_\_\_\_\_ Policy or Group # \_\_\_\_\_

## IMMUNIZATION HISTORY (This is a record of basic immunization dates & recent boosters.)

DTP Series\_\_\_\_\_ Booster\_\_\_\_\_ Tetanus Booster\_\_\_\_\_ (Must be current within 10 yrs.)

Polio(OPV)(SABIN)\_\_\_\_\_ Booster\_\_\_\_\_ Mumps Vaccine\_\_\_\_\_

Measles Vaccine(Live)\_\_\_\_\_ German Measles(Rubella)\_\_\_\_\_ Other\_\_\_\_\_

In the event of an emergency, I hereby give permission to the Physician selected by the camp to hospitalize, secure treatment and order injection, anesthesia or surgery for person or my child named above.

SIGNED \_\_\_\_\_ Over 18, Applicant Signature

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ Under 18, Parent or Guardian Signature

DATE \_\_\_\_\_

Under 18, Parent or Guardian Signature must be **NOTARIZED**.

**LENGTH OF COMMITMENT:** Circle C summer staff arrive at camp on **Wednesday June 13** with our first meal being supper that night at 6:00 PM. and remain through **Saturday August 11. You are expected to fulfill this commitment.** If you need to be away during the summer please list dates, times, and reasons in the "Comments" section below. Any absences must be approved by the Camp Director. Because we attempt to hire staff for the entire time period as listed above, those applicants who can do this will receive first consideration.

**MANDATORY STAFF TRAINING - June 13-24** ALL Staff Must Attend Training (High school students still in classes are exceptions, but need to attend as many Training Sessions as possible as well as **notify** us of their schedule. Please note: Those students who can attend the most training sessions will have more consideration for employment.)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**"THE WAY OF THE WEST" Lifestyle Standards:** Every Christian should have a set of convictions, which he/she believes God would have them follow. Here at Circle C Ranch we have established the following standards for the purpose of honoring the Lord, exhibiting a good testimony to others, and to promote a positive working environment. Therefore, we require each employee of Circle C Ranch to abide by the following Lifestyle Standards: You cannot participate in using illegal drugs, dancing, card playing, smoking, drinking alcohol, or attending R-rated movies. Rumors, gossip, or lack of support for fellow staff members, theft, damaging of property, or physical injury to others will not be tolerated. Also, physical contact with the opposite sex or using inappropriate language is not allowed. Guy's hair must be cut so it will not hang over the ears or collar, sideburns must not come below the ear lobe, and they are not allowed to wear earrings. Mustaches and beards must be neatly trimmed. Body piercing rings or visible tattoos are not allowed for either guys or girls. Girls' skirts and/or dresses should be knee length or longer. No two piece swim suits, and shorts must be mid-thigh or longer. Both guys and girls are expected to keep themselves clean in the area of personal hygiene. Musical listening devices (radios, cd players, i pods, etc.) are allowed during camp and only Christian music is to be played. All staff will participate in weekend scheduled activities. Financial obligations for such activities are minimal. We expect all staff to exhibit loyalty to fellow staff, to Circle C Ranch, and to Jesus Christ.

**APPLICANT'S AFFIRMATION:** "I hereby make formal employee application to Circle C Ranch, which is a ministry of Living Waters Ministries, Inc. I understand that this application form is intended for use in evaluating my qualifications for employment. This is not an employment contract. I understand that any false statements, misrepresentations or omissions made during an interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.

I authorize Circle C Ranch and/or its agents to verify any of this information. I authorize all former employers, persons, schools, companies and agencies to release any information concerning my background, except as noted in this application, and hereby release all said persons, schools, companies and agencies from any liability for any damages whatsoever for issuing this information.

I have read and agree with the Ranch's Statement of Faith, and am wholeheartedly willing to abide by its Christian standards of operation and Lifestyle Standards. In the event of employment, I agree to abide by all present and subsequently adopted procedures, teachings and rules of Circle C Ranch.

I understand that, if I am offered a position, it will be offered on condition that my employment shall be at will and I agree that Circle C Ranch has the right to terminate my employment at any time based on their discretion.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**Parental Authorization- applicants under 18**

I approve of \_\_\_\_\_ being at Circle C Ranch as a staff member and of his/her assistance in any area of the Ranch's program where he/she may be needed. I will endeavor to see that he/she fulfills his/her responsibility as a member in every respect and I personally guarantee that he/she will fulfill the length of commitment as stated above.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**IF YOU ARE UNDER 18 YOU MUST HAVE WORKING PAPERS WHEN YOU ARRIVE OR YOU WILL BE SENT HOME. IF YOU ARE NOT FROM NEW YORK STATE, THEN WE WILL MAKE ARRANGEMENTS FOR YOU TO GET YOUR WORKING PAPERS ONCE YOU ARRIVE. THIS IS A STATE LAW!**



# CIRCLE C RANCH

CONFIDENTIAL

CONFIDENTIAL

PERSONAL REFERENCE - To be completed **BY A RECENT EMPLOYER OR PROFESSOR/TEACHER**

Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_

Position(s) Desired: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

The above person has applied to serve on the Summer Staff of Circle C Ranch, which is a Christian camp located fifty miles south of Buffalo, NY. Summer Staff responsibilities are demanding and require a sharp staff of dedicated and responsible individuals. Thank you in advance for your assessment of the applicant. Please leave blank any questions you do not feel qualified to answer. Upon your completion of this form, please seal it in an envelope, sign across the flap, and return it to the applicant.

1. How long have you known the Applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_
2. What was the nature of the work done by the Applicant? \_\_\_\_\_
3. What was the Applicant's attitude toward his/her work? \_\_\_\_\_
4. What was the Applicant's attitude toward his/her supervisor? \_\_\_\_\_
5. Was there a willingness to learn? \_\_\_\_\_
6. In what area(s) does the Applicant need to mature, grow and improve? \_\_\_\_\_
7. Would you feel confident in hiring/rehiring this person? Y/N In having them as a student another year? Y/N  
Why? \_\_\_\_\_

In categories 8-15, PLEASE CHECK one that best describes the Applicant.

8. Does the Applicant possess leadership ability?  
 Not applicable in our situation  
 Makes no effort to lead  
 Tries but lacks ability  
 Some promise  
 Good ability  
 Unusual ability to lead
9. Describe the Applicant's ability to form, execute, and follow-through on plans.  
 Needs constant supervision  
 Begins but does not finish  
 Meets average expectations  
 Does over & above assignment  
 Superior ability & follow-through
10. Describe the Applicant's emotional temperament.  
 Over-responds emotionally  
 Tends to be moody  
 Sometimes well- balanced  
 Balanced & controlled under most circumstances  
 Well balanced
11. Describe the Applicant's personality.  
 Shy & withdrawn  
 Reserved  
 Quiet  
 Friendly  
 Outgoing  
 Extrovert
12. Would you consider the Applicant's personality attractive to others?  
 Avoided  
 Tolerated  
 Well-liked  
 Sought by others
13. Describe the Applicant's willingness to serve.  
 Reluctant to serve  
 Motives confused  
 Willing to serve  
 Eager wherever needed
14. Comment on the Applicant's discipline.  
 Seriously lacking  
 Struggles with priorities  
 Usually organized  
 Ordered, example to others
15. Describe the Applicant's maturity.  
 Immature, irresponsible  
 Lower than expected by age  
 Appropriate to age  
 Advanced for age  
 Exceptional

16. Please rate the Applicant 1, 2, 3, or 4 on the following characteristics and traits, in relation to his/her age group:  
(1) Superior; (2) Above average; (3) Average; (4) Needs improvement.

- |                              |                                    |                                 |
|------------------------------|------------------------------------|---------------------------------|
| _____ Neatness of appearance | _____ Ability to work with others  | _____ Punctuality               |
| _____ Tact                   | _____ Ability to make friends      | _____ Willingness               |
| _____ Physical condition     | _____ Sense of humor               | _____ Attitude toward authority |
| _____ Dependability          | _____ Courtesy                     | _____ Attitude toward hard work |
| _____ Judgement              | _____ Honesty & personal integrity | _____ Initiative                |
| _____ Adaptability           | _____ Initial impression           | _____ Teachability              |

Additional comments would be appreciated:

17. To your knowledge, does the Applicant smoke, drink, or use illegal drugs? Y/N
18. Are there any tendencies or traits which you feel might reduce the effectiveness of the Applicant in the position(s) desired? Y/N
19. Are you recommending the Applicant because of what he/she can contribute to our program? Y/N or because of what we can do for him/her? Y/N or both? Y/N Please comment:
20. Would you want your child or teenager placed under the direct charge and influence of this individual? Y/N If not, please explain why:

WHAT IS YOUR OVERALL EVALUATION OF THE APPLICANT?

- \_\_\_\_\_ Highly recommend      \_\_\_\_\_ Recommend      \_\_\_\_\_ Recommend with reservations      \_\_\_\_\_ Do not recommend

ADDITIONAL COMMENTS:

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position/Organization \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

**Thank you very much for your assistance!**  
**Circle C Ranch Personnel Office, 10451 Ashcraft Rd.**  
**Delevan, NY 14042-9664 (716) 492-3687**

# CIRCLE C RANCH

CONFIDENTIAL

CONFIDENTIAL

PERSONAL REFERENCE - To be completed **BY A CHRISTIAN WORKER** ( Pastor, Youth Pastor, Group Leader)

Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_

Position(s) Desired: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

The above person has applied to serve on the Summer Staff of Circle C Ranch, which is a Christian camp located fifty miles south of Buffalo, NY Summer Staff responsibilities are demanding and require a sharp staff of dedicated and responsible individuals. The applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form.

Thank you in advance for your assessment of the applicant. Please leave blank any questions you do not feel qualified to answer. Upon your completion of this form, please seal it in an envelope, sign across the flap, and return it to the applicant.

1. How long have you known the Applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_
2. Is the Applicant a Christian? \_\_\_\_\_ For Approximately how long? \_\_\_\_\_
3. Does the Applicant appear to be growing in his/her Christian experience? If so, what demonstrates this?
4. In what area (s) does the Applicant need to be nurtured, to grow and improve?
5. How would you describe the home/family life of the Applicant?

In categories 6-13, PLEASE CHECK one that best describes the Applicant.

6. Does the Applicant possess leadership ability?
  - Not applicable in our situation
  - Makes no effort to lead
  - Tries but lacks ability
  - Some promise
  - Good ability
  - Unusual ability to lead
7. Describe the Applicant's ability to form, execute, and follow-through on plans.
  - Needs constant supervision
  - Begins but does not finish
  - Meets average expectations
  - Does over & above assignment
  - Superior ability & follow-through
8. Describe the Applicant's emotional temperament.
  - Over-responds emotionally
  - Tends to be moody
  - Sometimes well- balanced
  - Balanced & controlled under most circumstances
  - Well balanced
9. Describe the Applicant's personality.
  - Shy & withdrawn
  - Reserved & Quiet
  - Friendly
  - Outgoing
  - Extrovert
10. Would you consider the Applicant's personality attractive to others?
  - Avoided
  - Tolerated
  - Well-liked
  - Sought by others
11. Describe the Applicant's willingness to serve.
  - Reluctant to serve
  - Motives confused
  - Willing to serve
  - Eager wherever needed
12. Comment on the Applicant's discipline.
  - Seriously lacking
  - Struggles with priorities
  - Usually organized
  - Ordered, example to others
13. Describe the Applicant's maturity.
  - Immature, irresponsible
  - Lower than expected by age
  - Appropriate to age
  - Advanced for age

14. Please rate the Applicant 1, 2, 3, or 4 on the following characteristics and traits, in relation to his/her age group:

(1) Superior; (2) Above average; (3) Average; (4) Needs improvement.

- |                              |                                    |                                 |
|------------------------------|------------------------------------|---------------------------------|
| _____ Neatness of appearance | _____ Ability to work with others  | _____ Punctuality               |
| _____ Tact                   | _____ Ability to make friends      | _____ Willingness               |
| _____ Physical condition     | _____ Sense of humor               | _____ Attitude toward authority |
| _____ Dependability          | _____ Courtesy                     | _____ Attitude toward hard work |
| _____ Judgement              | _____ Honesty & personal integrity | _____ Initiative                |
| _____ Adaptability           | _____ Initial impression           | _____ Teachability              |

Additional comments would be appreciated:

15. To your knowledge, does the Applicant smoke, drink, or use illegal drugs? Y/N

16. Are there any tendencies or traits which you feel might reduce the effectiveness of the Applicant in the position(s) desired? Y/N

17. Are you recommending the Applicant because of what he/she can contribute to our program? Y/N or because of what we can do for him/her? Y/N or both? Y/N Please comment:

18. Would you want your child or teenager placed under the direct charge and influence of this individual? Y/N If not, please explain why:

19. Please comment on the Applicant's ability/experience to teach and lead younger children/older students in Bible studies:

20. Would you hire this person? Y/N

WHAT IS YOUR OVERALL EVALUATION OF THE APPLICANT?

\_\_\_\_\_ Highly recommend      \_\_\_\_\_ Recommend      \_\_\_\_\_ Recommend with reservations      \_\_\_\_\_ Do not recommend

ADDITIONAL COMMENTS:

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position/Organization \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

**Thank you very much for your assistance!**  
**Circle C Ranch Personnel Office, 10451 Ashcraft Rd.**  
**Delevan, NY 14042-9664 (716) 492-3687**