

EMPLOYMENT REFERENCE FORM

Cannon Beach Christian Conference Center
www.cbcc.net



To be completed by a current or previous employer.

_____ has applied for employment with Cannon Beach Conference Center. The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's abilities and characteristics. Any information which you may give us will be regarded as strictly confidential. Please send this form directly to Cannon Beach Conference Center (address on back of this sheet).

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

Please indicate which statements best describes the applicant in relation to each characteristic listed below.

	Almost Always	Frequently	Sometimes	Not Often	Rarely
Able to follow instructions.....	___	___	___	___	___
Organized.....	___	___	___	___	___
Outgoing and friendly.....	___	___	___	___	___
Able to lead others.....	___	___	___	___	___
Consistent in Christian testimony.....	___	___	___	___	___
Disciplined in personal habits.....	___	___	___	___	___
Enthusiastic.....	___	___	___	___	___
Able to adjust to different situations.....	___	___	___	___	___
Stability under pressure.....	___	___	___	___	___
Easily offended.....	___	___	___	___	___
Inclined to criticize others.....	___	___	___	___	___
Moody.....	___	___	___	___	___
Able to work without close supervision.....	___	___	___	___	___
Able to work in a team situation.....	___	___	___	___	___

Please grade the applicant on the following characteristics and traits.

1 = SUPERIOR		2=ABOVE AVERAGE		3=AVERAGE		4=WEEK	
___ Personal grooming	___ Patience	___ Cooperation	___ Tact	___ Dependability			
___ Decision making	___ Courtesy	___ Initiative	___ Maturity	___ Initial Impression			

Additional Questions:

Would you consider the applicant qualified to counsel your child or teenager? ___ Yes ___ No

Please list **strengths** and **weaknesses** of the applicant.

STRENGTH:

WEAKNESS:

Have you known the applicant to have been dismissed from a job? ___ Yes ___ No If yes, please explain.

If the applicant has been in your employ, would you rehire? ___ Yes ___ No If no, why?

Please give your opinion on this applicant's overall suitability to work in a ministry setting such as CBCC.

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Please mark your choice of the following recommendations:

____ Strongly Recommend	____ Recommend	____ Recommend with Reservation	____ Do Not Recommend
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If you are a Pastor, Youth Pastor, or Christian Group Leader, etc, please fill out the following information:

Is the applicant a Christian?	____ Yes	____ No
If yes, for approximately how long? _____		
Does the applicant appear to be growing in his/her relationship with Christ?	____ Yes	____ No
Please explain:		
Does the applicant take an active interest in Christian ministry?	____ Yes	____ No
Please explain:		

Your Information:

Name:	
Title:	Organization:
Phone:	Email:
<input type="checkbox"/> Check if you would like us to call you.	
Signature:	Today's Date:

Please return to:

Cannon Beach Conference Center
Attn: Human Resources
PO BOX 398
Cannon Beach OR 97110