

# PERSONAL REFERENCE FORM

*Confidential*

## Victory Ranch

18080 Gilman Springs Rd  
Moreno Valley, CA 92555  
(951) 654-7766 Fax: (951) 654-1678  
Email: [camp@vranch.org](mailto:camp@vranch.org) www.vranch.org

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

Applying for Position of: \_\_\_\_\_

*Victory Ranch is a Christian camp and retreat center for youth, adults and families. The Ranch exists to serve and glorify the Lord Jesus Christ by serving primarily as a supporting arm of the local church, using the unique freshness of the outdoor setting for the purpose of evangelizing, discipling and motivating its Ranchers to return home and serve in the local church.*

### **Applicant Authorization:**

I hereby authorize \_\_\_\_\_ to provide Victory Ranch with the information requested. I release him/her from all liability in the giving of this information and authorize it to be sent back to Victory Ranch without me seeing it.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **Behavioral Report:**

Under each general heading, please mark the box that most accurately describes the applicant's habitual behavior.

#### **Responsibility**

- Excellent, diligently follows through on tasks
- Good, follows through on tasks
- Average, usually follows through on tasks
- Poor, needs to be told what to do

#### **Initiative**

- Excellent, will look for things to do
- Good, will do things that need to be done
- Average, will do the obvious if there is need
- Poor, needs to be told what to do

#### **Industry**

- Excellent, puts forth the extra for excellence
- Good, will put in a fair days work
- Average, works enough to get by
- Poor, lazy

#### **Leadership**

- Excellent, a leader of leaders
- Good, contributes positively
- Average, usually well-balanced
- Poor, passive; observing and indifferent; negatively influential

#### **Emotional**

- Excellent, exceptionally stable and consistent
- Good, well balanced in most situations
- Average, usually well-balanced
- Poor, excitable or unresponsive

#### **Judgment**

- Excellent, consistently makes wise decisions
- Good, makes good decisions in most situations
- Average, makes good decisions in optimal situations
- Poor, hasty or indecisive

**Stress**

- Excellent, thinks well under pressure
- Good, able to make wise decisions under pressure
- Average, reasonably calm under pressure
- Poor, abandons responsibility under pressure

**Motivation**

- Excellent, highly self-motivated
- Good, effectively motivated
- Average, usually purposeful
- Poor, purposeless

**Cooperation**

- Excellent, deeply sensitive to others
- Good, generally concerned for others
- Average, cooperates when it is convenient
- Poor, difficult to work with

**Integrity**

- Excellent, consistently trustworthy
- Good, generally honest and true
- Average, honest, but may stretch the truth
- Poor, questionable at times

**Personable**

- Excellent, sharp, excellent first impression
- Good, well-groomed, good first impression
- Average, gives an average first impression
- Poor, neglects fine detail, sloppy

**Narrative Report** *(Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please put N/K.)*

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

\_\_\_\_\_  
\_\_\_\_\_

If you were asked to have this person as a co-worker, how would you respond? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you be willing to place your child or teen under the direct charge and influence of this individual?  Yes  No

Please Explain: \_\_\_\_\_

Is the applicant a Christian?  Yes  No For approximately how long? \_\_\_\_\_

**Communication**

- Excellent, articulate, communicates to all groups clearly
- Good, communicates well with most groups
- Average, gets the thought across
- Poor, difficulty in articulating thoughts

**Conduct with opposite sex**

- Above Reproach
- Generally Good
- Questionable

**Sociability**

Mark all which apply to the applicant:

- Gregarious, known by all
- Steady, consistent
- Analytical, reflective, contemplative
- Amiable loyal, devoted, friendly
- Timid and shy
- Confident, self-assured
- Brash and arrogant
- Blunt and up-front
- Hard to read
- Tentative, self-conscious
- Entertaining

Does the applicant appear to be growing in their faith?  Yes  No Please state why you have answered as you did.

Does the applicant take an active interest in Christian service?  Yes  No Why type? \_\_\_\_\_

Does this person show a genuine concern for the salvation of souls?  Yes  No Give an example(s): \_\_\_\_\_

What do you know about the applicant's Christian testimony? \_\_\_\_\_

You are recommending the applicant because you believe:

- He/she can contribute significantly to Victory Ranch.
- Victory Ranch can positively impact him/her.
- both

Any further comments about the applicant: \_\_\_\_\_

I prefer to discuss this applicant further on the phone. Please call me.

Signature

Date

Phone: (\_\_\_\_\_) \_\_\_\_\_  Daytime  Evening  Occupation

Address

City

State

Zip

Please mail this form directly to Victory Ranch in the envelope provided for you by the applicant. **The application process is not complete until we receive completed references for staff applicants.**

*Thank you very much for your time and help.*

