



Professional Personal Reference

To be completed by a recent employer or teacher.

Return to:
Bonita Park Camp and
Conference Center
HC 71 Box 1159
Capitan, NM 88316
(575) 336-4404
Fax: (575) 336-4083
www.bonitapark.com
info@bonitapark.com

To Be Filled Out By Applicant:

Name of Applicant: _____

For what position(s) are you applying? _____

Full Time

Part Time

Temporary

Summer Staff

The person named above has applied for a position at Bonita Park Camp and Conference Center and has selected you as a personal reference. Your confidential evaluation is solicited, and we invite you to include a personal note regarding the qualifications of the applicant or any additional information. Please leave blank any questions you feel unqualified to answer. The applicant has given the authorization below for you to release this information. Thank you so much for your assistance.

I hereby authorize _____ to provide Bonita Park with the information requested. I release him/her from all liability for any damage incurred in the giving of this information.

Applicant's signature _____ Date: _____

To Be Completed by a Professional Reference Person:

How long have you known the applicant? _____

In what capacity? _____

Please check the box that best describes the applicant in the following areas:

Leadership ability

Prefers to follow

Good ability

Makes some effort to lead

Exceptional ability

Emotional Temperament

Over-responds emotionally

Relatively stable

Tends to be moody

Balanced and controlled

Sometimes well balanced

Well balanced

Personality

Shy and withdrawn

Friendly

Reserved

Outgoing

Quiet

Extrovert

Social Interaction

Avoided by others
 Tolerated by others

Well liked
 Sought others

Skills Rating

On a scale from one to ten, please rate the applicant in the following areas:

Attitude: A reflection of the applicant's disposition toward work and those in authority

1 2 3 4 5 6 7 8 9 10
Poor Deficient Average Good Excellent

Comments: _____

Adaptability: A reflection of the applicant's ability to adjust to meet the challenge of new conditions

1 2 3 4 5 6 7 8 9 10
Poor Deficient Average Good Excellent

Comments: _____

Dependability: A reflection of the applicant's reliance and trustworthiness in completing task, duties, and responsibilities

1 2 3 4 5 6 7 8 9 10
Poor Deficient Average Good Excellent

Comments: _____

Industry: A measure of the applicant's diligence in making effective use of work time

1 2 3 4 5 6 7 8 9 10
Poor Deficient Average Good Excellent

Comments: _____

Quality: A measure of the applicant's accuracy and thoroughness of workmanship

1 2 3 4 5 6 7 8 9 10
Poor Deficient Average Good Excellent

Comments: _____

Noteworthy accomplishments or qualities: _____

Areas requiring improvement: _____

Reference Signature: _____ Date: _____

Position/Organization: _____

Address: _____ Phone: _____