



# **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

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

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 authorization as part of the application process for you to release this information. Thank you so much for your assistance.

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**

- |                          |                           |                          |                     |
|--------------------------|---------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | Prefers to follow         | <input type="checkbox"/> | Good ability        |
| <input type="checkbox"/> | Makes some effort to lead | <input type="checkbox"/> | Exceptional ability |

### **Emotional Temperament**

- |                          |                           |                          |                         |
|--------------------------|---------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Over-responds emotionally | <input type="checkbox"/> | Relatively stable       |
| <input type="checkbox"/> | Tends to be moody         | <input type="checkbox"/> | Balanced and controlled |
| <input type="checkbox"/> | Sometimes well balanced   | <input type="checkbox"/> | Well balanced           |

### **Personality**

- |                          |                   |                          |           |
|--------------------------|-------------------|--------------------------|-----------|
| <input type="checkbox"/> | Shy and withdrawn | <input type="checkbox"/> | Friendly  |
| <input type="checkbox"/> | Reserved          | <input type="checkbox"/> | Outgoing  |
| <input type="checkbox"/> | Quiet             | <input type="checkbox"/> | Extrovert |

### **Social Interaction**

- |                          |                     |                          |               |
|--------------------------|---------------------|--------------------------|---------------|
| <input type="checkbox"/> | Avoided by others   | <input type="checkbox"/> | Well liked    |
| <input type="checkbox"/> | Tolerated by others | <input type="checkbox"/> | 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: \_\_\_\_\_