

Summer Staff Reference Form
Fortune Lake Lutheran Camp

APPLICANT – Your application is not complete until we have received three (3) written references. At least one of these is to be from a previous employer and one from your pastor, if possible. *Personal references **CANNOT** be from peers or relatives.* Complete this applicant section (top portion) and give the form to your reference with a stamped envelope addressed as follows:

Fortune Lake Lutheran Camp
 Attn: Pr Pete Warmanen, Program Director
 138 Fortune Lake Camp Road
 Crystal Falls, MI 49920-9389

They may also email more information to: programdirector@fortunelake.org

Applicant Name: _____ **CHECK ONE:** Work Reference Personal Reference

Reference Name:	Reference home phone:
Reference's Position:	Reference work phone:
Address:	Reference email:
City/State/Zip:	

Dates of Employment: _____ **Position held:** _____

Having made application with Fortune Lake Lutheran Camp, I hereby authorize the release of information directly to FLLC. I release and hold harmless present and past employers, references and all persons and institutions whomsoever, from any charge because of furnishing information. This reference grants permission through the Family Educational Rights and Privacy Act for my references and employment records to be released to Fortune Lake Lutheran Camp's Full-time employees.

Signature of Applicant: _____ **Date:** _____

FORMER EMPLOYER/PERSONAL REFERENCE

(Information will be held in strict confidence)

****Please****: Write at least one paragraph describing (to the best of your knowledge) the competence, teamwork, maturity and faith of this applicant.

	Excellent	Good	Fair	Poor
Quality of work	_____	_____	_____	_____
Works well with others	_____	_____	_____	_____
Creates a positive first impression.....	_____	_____	_____	_____
Ability to take direction	_____	_____	_____	_____
Creativity.....	_____	_____	_____	_____
Judgment.....	_____	_____	_____	_____
Leadership.....	_____	_____	_____	_____
Safety Habits.....	_____	_____	_____	_____
Personal Habits	_____	_____	_____	_____
Punctuality.....	_____	_____	_____	_____
General Attitude.....	_____	_____	_____	_____

Needs Supervision: rarely occasionally frequently constantly

If company policy allowed, would you rehire: YES NO

Is the applicant's Christian Faith evident: YES NO

Do you have any concerns for this applicant working with children: YES NO

Please make any other pertinent comments pertaining applicant on back of this sheet. Thank you.

Signature of reference: _____ Title: _____ Date: _____

Below, please share any other pertinent comments pertaining applicant on this side of the sheet. Include a paragraph describing (to the best of your ability) the competence, teamwork, maturity and faith of the applicant. You may also include any other details that you feel are necessary to convey your thoughts and knowledge of the applicant. – Thank you

Notes regarding _____:
Applicant's name

Signature of Reference: _____

Date: _____