

Confidential Reference Questionnaire

Letter to Reference

Dear Sir or Madam:

Greetings from Nature's Classroom Atop Lookout Mountain in scenic Mentone, Alabama. You are receiving this questionnaire because an applicant seeking employment on our experiential education teaching staff has given your name as a reference.

Nature's Classroom is an outdoor experiential education program specializing in hands-on learning and team building for private, public, and home-school groups (3rd grade through high school). Teachers at Nature's Classroom work (often independently) with 10-12 students teaching nature education through hands-on activities, leading nature hikes, and facilitating team-building activities.

Please take the time to carefully read and complete the Reference Questionnaire as accurately as possible. Your answers will help us determine if the applicant is appropriately suited to serve as an instructor here at Nature's Classroom. WE HAVE A GREAT RESPONSIBILITY IN SELECTING OUR STAFF, and we will be most appreciative if you will respond with utmost frankness. Please withhold nothing, favorable or unfavorable. Your opinion will be treated as confidential, and will be counted as one of the important factors in our decision. If you would like more information regarding our program to assist you in filling out the Reference Questionnaire please contact us directly or visit our website at www.naturesclassroom.com

After completing the enclosed questionnaire, fold and staple it before placing it in the mail. We work hard to seek out and hire qualified persons to serve as instructors and we appreciate you taking the time to assist us in this process.

Sincerely,

Adam Goshorn, Program Director

Please Return Completed Reference Questionnaire to:

Nature's Classroom Atop Lookout Mountain
Attn: Larry E. Hooks/Confidential
P.O. BOX 400
Mentone AL 35984-0400

Job Applicant's Release to Prospective Employer to Request Information about the Applicant

I, _____ (applicant's name), have requested consideration for employment by **Nature's Classroom**. I am aware and have been informed by Representatives of **Nature's Classroom** that the statements I have made on my job application (and during interviews) will be completely checked out by **Nature's Classroom**. I hereby authorize **Nature's Classroom** to engage in background checks regarding any and all statements I have made on the job application ,during interviews and, further, to obtain any other information regarding my previous employment, veracity, skills and/or abilities which the above-named employer may deem relevant. I hereby release any individual, firm, partnership, corporation, and public official or public entity from any liability on any theory whatsoever for providing such information as described in the previous sentence to **Nature's Classroom**.

Signature of applicant: _____ Date: _____

Name of Applicant: _____ Position applied for: _____

Name of reference competing questionnaire: _____

What is your relationship to the Applicant? _____

How well would you say you know the applicant? () Good Knowledge () Average Knowledge () Slight Knowledge

Employer or Supervisor: (From _____ to _____)

_____: (From _____ to _____)

Basing your judgment on ALL YOUNG PEOPLE you have known, how do you feel the applicant would rate according to the following qualifications?

	Excellent	Good	Average	Fair	Poor
Character Morals, integrity, sincerity, good example					
Leadership Strong, responsible, industrious					
Maturity Self-disciplined, judgment, emotional					
Religious Convictions Respectful of others views (we serve many religiously based schools)					
Oral Expression Good command & proper use of English language					
Health & Vitality Able to endure a vigorous schedule.					
Attitude Cooperative. Pleasant. Works well with others as part of a team. Good Disposition					
Sociable Able to meet and deal with people easily					
Patience Able to understand & meet needs of children					
Personal Appearance					
Working relationships with others					
Willingness to accept responsibility					
Initiative					
Enthusiasm/Cheerfulness					
Sense of humor					
Acceptance of supervision					
Physical stamina					
Adaptable to group living					

OBJECTIVE RATING

Under each question, check the phrase which most accurately describes the applicant's HABITUAL behavior with regard to that specific trait. In checking off the items listed under the seven personality characteristics, please remember that it will be the *truly exceptional person* who ranks high in all categories.

- 1 How well is the applicant able to direct and influence others along definite lines of action?
 - Poor leader; incapable of directing others
 - Usually follows the lead of others
 - Normally successful in directing and controlling others
 - Very successful in leading others
 - Exceptional leader: inspires others along desirable lines of action
- 2 How well does individual work with associates and others for the good of the group?
 - Cooperates grudgingly: makes trouble-obstructionist
 - Gives limited cooperation: neglects common good for own interests
 - Cooperates with others toward accomplishment of common cause
 - Cooperates willingly and actively regardless of self-benefit; makes things go smoothly
 - Exceptionally successful in working with others and inspiring confidence
- 3 How does this person react to suggestions or criticisms by others?
 - Takes criticism as a personal insult
 - Resents suggestions
 - Listens to suggestions but may act without considering them
 - Follows suggestions willingly
 - Asks for criticisms and suggestions.
- 4 How responsible is applicant? Able to competently get things done on own?
 - Irresponsible even under supervision
 - With constant supervision will do satisfactory work
 - Usually needs detailed instructions with regular checks of work
 - Carries out routine activity on own responsibility
 - Exceptionally able to accomplish work without close supervision
- 5 How well does individual put his/her principles and convictions into action?
 - Fails to carry out convictions under adverse circumstances
 - Acts according to convictions under normal circumstances
 - Carries out principles and convictions constantly and boldly even in face of obstacles
- 6 How well does this person apply energy and persistence in following a job through?
 - Needs much prodding to complete work
 - Rather indifferent; does not finish job
 - Completes assigned tasks of own accord.
 - Industrious, energetic; dependable at all times.
 - Unusual perseverance; does more than expected.
- 7 How well does applicant control emotions?
 - Easily depressed, irritated or elated
 - Tends to be over-emotional
 - Unresponsive; apathetic
 - Tends to be unresponsive
 - Usually well-balanced
 - Well-balanced
 - Unusual balance between responsiveness and control

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 say so.

- A. Impression of suitability as an instructor. Would you be willing to have your children under this individual's supervision for a period of days in an outdoor situation? If not, why not

- B. Maturity of judgment. How does this person react in situations of stress, i.e. make decisions?

- C. Influence of Life. Do you feel like this person will have a good influence on others?

- D. Dependability. Can be relied upon? Does this person take initiative in absence of authority?

- E. Are you aware of any questionable situations applicant has been involved in with reference to relationships with peers and children? (example: abuse situations)

How long have you known the applicant? _____ How have you observed applicant?

Have you seen him/her in a leadership role with children? _____ If so, what leadership role?

To what extent are you aware of individual's use of drugs/alcohol?

General estimate (please circle) Hire Hirable Questionable

PLEASE COMMENT: _____

Signed: _____ Date: _____

Position: _____ Daytime phone: _____

λ SPECIAL NOTE: Since we are basing our decision on your recommendation we will appreciate a confidential call from you if you become aware of any situation that would not make this applicant the best choice for our organization. Please remember the applicant will be influencing many lives in their work environment here at Nature's Classroom.