

Personal Reference Form

_____ has applied for a summer employment position with the North Dakota Farmers Union. The applicant has listed you as a reference. Please give us your candid appraisal of the applicant's abilities and attitudes as you see them. Your comments will remain confidential. Please do not return the reference form to the applicant. Return by March 12, 2010 to:

North Dakota Farmers Union
Youth Department
PO Box 2136
Jamestown ND 58402-2136

If you feel you cannot write a reference for this person, return the form to us anyway.

How long have you known the applicant? _____ years. In what relationship?

teacher employer friend other (please specify) _____

Cooperation: Consider willingness to work with people in various capacities.

_____ Uncooperative
_____ Seldom
_____ When convenient
_____ Usually
_____ Outstanding
_____ I don't know

Emotions: consider the way the applicant reacts in various situations when under stress.

_____ Unresponsive
_____ Slightly unstable at times
_____ Has usual balance
_____ More stable than average
_____ Outstanding
_____ I don't know

Initiative, Industry: Consider the ability to see things to do, resourcefulness, aggressiveness.

_____ Needs constant prodding
_____ Needs stimulation occasionally
_____ Does ordinary assignments
_____ Above average initiative
_____ Constantly seeking new horizons
_____ I don't know

Judgement and Common Sense: Consider ability and foresight in decisions in everyday situations.

_____ Lacks good judgement and common sense
_____ Judgement only fair at times
_____ Average
_____ Usually displays good common sense in arriving at conclusions
_____ Nearly always make sound decisions
_____ I don't know

Leadership: Does applicant get others to do what he/she wishes?

_____ Never leads
_____ Prefers to be a follower
_____ Leads when asked or circumstances dictate
_____ Above average ability
_____ Constantly leads his peers
_____ I don't know

Personality: Consider mannerisms and appearance, general impressions on others.

_____ Often rejected
_____ Has problems occasionally
_____ Usually accepted
_____ Attracts people his/her way
_____ Outstanding
_____ I don't know

Reliability: Consider dependability, willingness, honesty.

_____ Cannot be depended on
_____ Questionable
_____ Average
_____ Reliability seldom a question
_____ Exceptionally reliable
_____ I don't know

If you were an employer, would you consider the applicant a good potential employee? Explain.

If you were a parent whose children were attending camp, would you be pleased if you knew the applicant was one of the camp counselors? Explain.

Please explain what you feel are the strong and weak points of the applicant's character.

Please make any additional comments about the applicant in this space.

Name _____

Address _____

Town _____

Phone Number _____

Signature _____