

I have applied to Calumet Lutheran Ministries for employment during 2023. I desire that they be fully advised of my record with former employers, teachers, clergy, and others who know my competence. I especially want them to be knowledgeable of my ability to provide people, especially children, with a safe and wholesome environment. I, therefore, respectfully request that you furnish the information they seek from you, and I hereby release you from any and all liability of damages for providing the information requested.

Position Applying for:

Date:

Applicants Name:

(please print)

(signature)

**Dear Pastor:**

*If you have completed this form for this staff member before, you may state that we should refer to previous forms, if the information is the same. If anything has changed in the past year, please include that information on this form. In either case, please sign the bottom.*

Thank you for taking the time to complete this reference form. Calumet employs hundreds of people of all ages for a variety of positions. Your evaluation, and especially your comments, will help us to place the candidate in the best situation for him or her and for the ministry which takes place at Calumet. We encourage your frankness so that if this person is chosen, we can provide support where necessary. Thank you.

**Based on your knowledge of the applicant, please mark an X in the appropriate column**

**(E)xcellent (G)ood (F)air (P)oor**

*Your promptness in returning this form will aid the applicant in getting the position of their choice.*

	E	G	F	P		E	G	F	P
Spiritual maturity					Reaction to criticism				
Loyalty to the church					Social maturity				
Commitment to the church					Ability to make friends				
Willingness to witness					Works well w/others				
Knowledge of the Bible					Communicating w/children				
Emotional maturity					Follows directions				
Sense of humor					Takes a job to its completion				
Coping with Stress									

Any additional comments for each of the questions below may be written on the reverse side of this page.

1. What are the applicant's personality traits of which we should be aware?
2. Are there any medical or psychological conditions of which we should be aware?
3. To the best of your knowledge, has this person been the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation currently pending?
4. Would you want the applicant to take care of and influence your own child? Please cite your reasons:
5. Are you aware of any reason why this person should not be hired to work with children or adults at Calumet?
6. How long have you known the applicant?

Signature, printed name, and date

Church name, address, and telephone:

Please return to Adam Fales, Director of Youth Programs  
 Calumet Lutheran Ministries, P.O. Box 236, West Ossipee, NH 03890  
 Phone: 603-539-4773 x242 Fax: 603-539-5343 scan and email: [adam@calumet.org](mailto:adam@calumet.org)