



## CIT Reference Form

For:

### About You

Your Name:

Address:

City, St, Zip:

Organization and Position:

Phone Number:

Email:

Your Relationship to the Applicant:

How long have you known the applicant?:

In what capacity?:

### About the Applicant

Applicant's Name:

Please choose the most appropriate description for each character quality

Responsibility

- |  |  |
|--|--|
| <input type="radio"/> Excellent: diligently follows through on all tasks | <input type="radio"/> Fair: usually follows through on tasks         |
| <input type="radio"/> Good: follows through on tasks                     | <input type="radio"/> Poor: follows through on tasks when convenient |

Work Ethic

- |  |  |
|--|--|
| <input type="radio"/> Excellent: puts forth the extra effort | <input type="radio"/> Fair: works enough to get by |
| <input type="radio"/> Good: will put in a fair day's work    | <input type="radio"/> Poor: lazy                   |

Leadership

- |  |   |
|--|---|
| <input type="radio"/> Excellent: a leader of leaders | <input type="radio"/> Fair: usually well balanced         |
| <input type="radio"/> Good: contributes positively   | <input type="radio"/> Poor: passive or negative influence |

For:

---

Emotional Stability	<input type="radio"/> Excellent: exceptional; stable; consistent <input type="radio"/> Good: well balanced in most situations	<input type="radio"/> Fair: usually well balanced <input type="radio"/> Poor: excitable or unresponsive
Judgment	<input type="radio"/> Excellent: consistently makes wise decisions <input type="radio"/> Good: makes good decisions	<input type="radio"/> Fair: makes fair decisions <input type="radio"/> Poor: hasty decisions or indecisive
Cooperation	<input type="radio"/> Excellent: deeply sensitive to others <input type="radio"/> Good: generally concerned for others	<input type="radio"/> Fair: cooperates when convenient <input type="radio"/> Poor: difficult to work with
Appearance	<input type="radio"/> Excellent: outstanding first impression <input type="radio"/> Good: well groomed; good first impression	<input type="radio"/> Fair: fair first impression <input type="radio"/> Poor: sloppy; negative impression
Courtesy	<input type="radio"/> Excellent: puts others' needs before their own <input type="radio"/> Good: consistently friendly and polite	<input type="radio"/> Fair: usually polite <input type="radio"/> Poor: displays rudeness
Integrity	<input type="radio"/> Excellent: consistently trustworthy <input type="radio"/> Good: generally honest and true	<input type="radio"/> Fair: may stretch the truth <input type="radio"/> Poor: questionable
Communication	<input type="radio"/> Excellent: articulate in all situations <input type="radio"/> Good: usually gets thoughts across well	<input type="radio"/> Fair: gets thoughts across; may be hesitant <input type="radio"/> Poor: difficulty in articulating thoughts
Initiative	<input type="radio"/> Excellent: will look for things to do <input type="radio"/> Good: will do what needs to be done	<input type="radio"/> Fair: will do the obvious <input type="radio"/> Poor: needs to be told what to do
Flexibility	<input type="radio"/> Excellent: has a plan "B"; thinks well on feet <input type="radio"/> Good: willing to change when need be	<input type="radio"/> Fair: has difficulty "going with the flow" <input type="radio"/> Poor: cannot veer from schedule
Commitment	<input type="radio"/> Excellent: their word is their bond <input type="radio"/> Good: follows through on commitments	<input type="radio"/> Fair: follows through reluctantly <input type="radio"/> Poor: no follow through
Team Participation	<input type="radio"/> Excellent: outstanding group member <input type="radio"/> Good: contributes positively in a group	<input type="radio"/> Fair: usually contributes positively <input type="radio"/> Poor: difficulty working in a group

For: \_\_\_\_\_

Social Interaction

- Excellent: respected; sought out by others       Fair: tolerated by others  
 Good: well-liked by others       Poor: avoided by others

Punctuality

- Excellent: consistently early to commitments       Fair: mostly on time; late occasionally  
 Good: early or on time       Poor: never on time; always late

Please answer the questions below. If you need extra space please answer on back or attach additional sheet.

Does the applicant profess to be a Christian? If so, for how long?

What impresses you about this applicant?

Please explain any tendencies or traits which might reduce the effectiveness of the applicant in this position.

Would you be willing to have your child under the care and influence of the applicant?

- Yes       No

If no, please explain why.

Is there any reason why this applicant should not work with children 24 hours a day?

If there are any other comments you wish to make please include them here:

Overall Impression

- Highly Recommend       Have Reservations  
 Recommend       Would not recommend

Signature \_\_\_\_\_

Date \_\_\_\_\_