



MISSOURI SOUTHERN SPANISH VILLAGE

REFERENCE FORM

Please return promptly. Application will not be processed until this reference form is received.

Position:

- Teacher [] (Teacher certification in Spanish K-12 is required)
Head Counselor [] (Age 18 or older, 4 years of Spanish in high school or upper-division standing in college are required or native/heritage speaker, previous Village experience required)
Counselor [] (Age 18 or older, 4 years of Spanish in high school or upper-division standing in college are required or native/heritage speaker)
Junior Counselor [] (Age 17 or older, 4 semesters of Spanish are required or native/heritage speaker)

Applicant's Name: _____
First Name Last Name

We appreciate your frank appraisal of this candidate as a potential staff member who must work daily with young people. Please comment freely and include any pertinent information that might help us in our evaluation. We appreciate your prompt reply.

- 1. How long have you known the applicant? _____
2. In what capacity? _____
3. Do you recommend the applicant to work with children ages 8-14? [] Yes [] No
4. If the applicant is or was an employee:
a. Did he/she adapt readily? [] Yes [] No
b. Did he/she learn the job easily? [] Yes [] No
c. Did he/she work well with others? [] Yes [] No
d. Did he/she require a lot of supervision? [] Yes [] No
e. Did he/she work independently? [] Yes [] No
f. Did he/she take direction well? [] Yes [] No
g. Did he/she function appropriately under pressure? [] Yes [] No
h. Was he/she a self-starter? [] Yes [] No
i. Would you rehire the applicant? [] Yes [] No

5. Please rate the applicant on the factors below by placing a mark in the appropriate box:

Table with 7 columns: Factors, Always, Usually, Sometimes, Rarely, Never, N/A. Rows include: Displays positive attitude, Demonstrates desire to learn, Completes tasks without reminders, Is dependable and responsible, Works well with others, Relates well with peers, Works well with children, Responds well to criticism, Shows leadership.

Factors	Always	Usually	Sometimes	Rarely	Never	N/A
Takes initiative in work						
Adapts well to new situations						
Demonstrates maturity						
Demonstrates sound decision-making						
Shows concern and respect for others						

6. Please rate the applicant's **oral** proficiency in Spanish and English.

SPANISH

- _____ Very fluent;
- _____ Good skills;
- _____ Somewhat labored;
- _____ Needs help expressing the basics;
- _____ I do not have first-hand knowledge of the applicant's skills in this language.

ENGLISH

- _____ Very fluent;
- _____ Good skills;
- _____ Somewhat labored;
- _____ Needs help expressing the basics;
- _____ I do not have first-hand knowledge of the applicant's skills in this language.

7. Please provide additional information that would assist us in making a hiring decision:

8. How would you classify this applicant as a potential staff member?

- _____ Excellent, should receive top priority;
- _____ Very good;
- _____ Good;
- _____ Perhaps should mature more;
- _____ I do not recommend this applicant for your program.

Reference's Name _____ Phone: _____

Position & Organization _____

Address: _____

E-mail Address: _____

Date: _____ Signature: _____

References may be contacted for verification of information.

Please return to:
 Leslie Parker; International Language Resource Center,
 Missouri Southern State University
 3950 E. Newman Road Joplin, MO 64801-1595
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