

Peak Performance Training Systems, Inc.

627 W. Valley Blvd, Big Bear City, CA 92314 \ (909) 585-3480 *phone* \ (909) 584-9764 *fax* \ *jeanine@peaktraining.com*

Peak! Instructor Employment Application

☉ Carefully read entire application prior to providing answers. Print neatly or type so we can read it easily. Call with questions.

☉ PROVIDE ALL INFORMATION REQUESTED. (e.g. - DO NOT write “see my resume” anywhere on this application)

- ☉ Also, include a letter of introduction and a current typed resume.
- ☉ We recognize that this is a rather detailed request for information pertaining to your professional experience and work habits. It will be used to thoroughly review your experience and background and to help ensure that our clients *and* our staff work only with qualified, caring and professional outdoor educators. It is important to Peak! that we thoroughly screen each applicant because each employee directly represents our company to the public. After we receive your application materials, we will call you to arrange an interview on an as-needed basis. Thank you for taking the time and care to complete this application.
- ☉ Peak! hires, retains, and promotes employees based on Peaks! needs, and the employee’s (self assessed and tested) skills, experience, performance, reliability and availability.
- ☉ Peak! is an equal opportunity employer and does not discriminate based on race, skin color, gender, religious beliefs, national origin, physical disability, age, affinity orientation or marital status.

About the Peak! Outdoor Programs and Work Environment

- ☉ Peak! outdoor educators use experiential teaching methods. These are often different from traditional classroom teaching methods. Many of the goals of our courses have to do with learning new skills and expanding an individual’s awareness of self and others. Goals that, when attained, increase self-confidence and group functioning, the benefits of which can be adapted to life at school, work and home after the course. Instructors present situations wherein participants and chaperones learn new skills and then have the opportunity to practice and apply them. Time is allowed for individual reflection, and then the group spends time discussing what they have done and learned. During the experiential learning process, students may express frustration or be very pleased with the acquisition and application of their new skills. Sometimes we can forget that making mistakes is an integral part of the learning process and that success may be defined in many ways. We present experiential learning as a process that includes being challenged, constructive practice, having fun with friends and peers, and discussing what we have learned to better remember the lesson. We encourage our staff and clients alike to bring an open mind, patience and an eagerness to learn. With that said, our “bottom line” regarding the experiential teaching/learning process is this: *Peak! Field Staff should manage the risks so as not to allow students to make mistakes which will endanger themselves (physically or emotionally) or the environment.*
- ☉ Peak! outdoor courses are generally conducted “Expedition Style.” In other words, Peak! Field Staff, client participants and chaperones are expected to contribute to the well being of the entire group. Peak! Field Staff lead by example and actively encourage everyone to participate in common duties (e.g. cooking, cleaning up, helping to lead hikes and generally watching out for themselves and each other). We like to think of this idea as being an extension of the community that we comprise when we unite to attain common goals.
- ☉ All field staff are hired temporarily on a course-by-course basis. Courses are from one to ten days in duration.

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- Peak! works with a variety of populations including elementary, middle and high school students, collegians, groups of business administrators and managers and other special interest groups comprised of children and adults.
- If clients are able to provide adult chaperones, there is generally one chaperone per 10-12 students (if the students are minors).

Requirements

This job requires individuals who work well with others, are service oriented, and who like to share their enthusiasm for and knowledge of nature and outdoor pursuits. Instructors must be comfortable enough outdoors so that they can competently stay aware of the needs and well being of clients during stressful weather, environmental, emotional and physical conditions. This job requires above average oral communication skills, the ability to take and give constructive feedback well, awareness of group dynamics and appropriate response, the ability to facilitate students through initiative and problem solving activities and conflict resolution.

For our basecamp and backpacking courses Instructors need to have a knowledge of and experience teaching basic ecology concepts and ability to interpret natural history are required. Good planning and organization ability is mandatory. Individuals must be able to lift a ~ 50 lb. pack and hike with it all day, spend multiple days outdoors in all weather conditions and work long hours. We are looking for people who are creative, think for themselves and have developed good judgment concerning their own and other's limits.

Peak! is interested in individuals who actively show concern for their own continuing education. Towards this end, Peak! will show preference to those field staff who stay abreast of current developments and changes in technology and procedures in the profession of experiential and adventure education. This must be an individual effort, including, but not limited to: employment by other outdoor, experiential or adventure education companies, continuing related education (workshops, classes, seminars, trainings, and conferences), personal reading and research, and membership to related associations (e.g. AEE, AEOE, ACCT, ACA etc.). Peak! employees are required to update their resume annually to reflect current

Peak! requires Instructors to have current certifications in a minimum of **Basic First Aid and CPR**. **Wilderness First Responder** is preferred for Instructors that will be working basecamp, backpack and river related programs.

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PLEASE PRINT LEGIBLY OR TYPE

Full Name		
Phone		
Street/POB		
City, State Zip		
Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		

How were you referred to Peak!?		
describe/name:	<input type="checkbox"/> Advertisement (Where?)	<input type="checkbox"/> Other Source, please
	<input type="checkbox"/> By an Employee, if so, give name:	

<u>Emergency Medical Training:</u>	<u>Expiration Mo./Yr.</u>	<u>What company?</u>
<input type="checkbox"/> Wilderness First Responder		<input type="checkbox"/> Wilderness Medicine Institute
<input type="checkbox"/> Emergency Medical Technician		<input type="checkbox"/> Wilderness Medical Associates
<input type="checkbox"/> Wilderness Advanced First Aid		<input type="checkbox"/> American Red Cross
<input type="checkbox"/> Basic First Aid		<input type="checkbox"/> Other _____

Driver's License Number	State	Expiration Date:
In the past five years, have you been convicted of any crime, other than minor offenses or misdemeanors, including sex-related, child abuse, drugs or drunk driving offenses? Are there felony charges pending against you? If yes, please explain.		

List foreign languages spoken/read and qualify:	Travel/Survival	Conversational	Fluent
If you are hired, when can you start work?			

Educational History: Include high school, college, graduate & additional.

School Name	Location (city/state)	Major course	Dates
Attended/Graduated?	Degree	or subject	from - to

List other special training, certifications, achievements, skills and experience you have acquired. Include attendance dates and expiration dates if applicable. (E.g. WSI, ACA Canoeing Cert., Ropes Crs, LNT, NOLS/OB Inst. Or OE Crses, etc.)

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Employment History: Complete this section of the application although you will also attach your resume. Starting with present or most recent, list your **LAST 4 PREVIOUS OUTDOOR, ADVENTURE OR EXPERIENTIAL EDUCATION EMPLOYERS**. List significant job title & responsibility changes/promotions within same company as separate entries.

Company Name & Phone
Supervisor's Name & Title
Your Job Title & Responsibilities
Daily Wage \$ _____ or Hourly Wage \$ _____ or Weekly Salary \$ _____
Reason for Leaving
Dates of Employment
Total Number of Field Days

Company Name & Phone
Supervisor's Name & Title
Your Job Title & Responsibilities
Daily Wage \$ _____ or Hourly Wage \$ _____ or Weekly Salary \$ _____
Reason for Leaving
Dates of Employment
Total Number of Field Days

Company Name & Phone
Supervisor's Name & Title
Your Job Title & Responsibilities
Daily Wage \$ _____ or Hourly Wage \$ _____ or Weekly Salary \$ _____
Reason for Leaving
Dates of Employment
Total Number of Field Days

Company Name & Phone
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Self-Assessment. The following sections will provide you the opportunity to assess and express yourself to provide us with some insight into your abilities, characteristics, personality and values.

Briefly, describe your personal and professional experience in the following:

- Working with Young People

- Basic Ecology and Natural History Interpretation (personal knowledge & teaching experience)

- Facilitation (knowledge of group dynamics, framing, processing experience)

- Rock Climbing (Include level you can currently lead. Have you guided professionally?)

- High Ropes, Low Ropes, Ground-based Initiatives

- Topographical Map & Compass Use

- Leading Campfire/Evening Activities for Large Groups

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Please indicate your current level in the following self-awareness, personal knowledge, skill and work habit categories:				
	Needs			
	Improvement	Satisfactory	Excellent	
Sense of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sense of Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Work Well With Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Set Personal Matters Aside During Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promptness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organization & Planning Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Give Constructive Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Accept Constructive Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Follow Directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Follow Policy & Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Awareness of Your Moods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Be Decisive in Moments of Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Admit and Learn from Your Mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Take Care of Yourself (Emotionally & Physically)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
React Effectively in Situations of Stress and Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knowledge of Basic Search & Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Swimming Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please indicate your experience:					
	No Experience	Less than One Year	More than One Year	More than Two Years	Number of Years
General Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Facilitation of Groups Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Processing and Debriefing with Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Lesson Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to Keep Novices Comfortable Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Group Trail Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Backcountry Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weather Observation/Prediction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leading Campfire Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conducting Basic Search & Rescue Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Placing Top Rope Rock Climbing Anchors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managing a Multi-User Top Rope Rock Climbing Site		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outboard Motor Boat Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inboard Motor Boat Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Please indicate your teaching experience and competence in the following areas:

For each skill/trait place an "X" in the appropriate box and then write a letter to the right of the box to indicate:

A = Can Instruct this subject alone

M = Can Currently Assist in Instruction or

Z = Can NOT Currently Assist or Instruct this subject.

We are looking for specific information as to the duration and confidence in your teaching experience. Remember that Peak! offers these skills to clients at the entry /basic/fundamental/introductory level.

	No Experience	Less than One Year	More than One Year	More than Two Years	Number of Years
Basic Ecological Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mountain Natural History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desert Natural History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ocean/Island/Tidal Zone Natural History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Riparian Natural History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Astronomy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plant Identification & Adaptations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bird Identification & Adaptations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reptile Identification & Adaptations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mammal Identification & Adaptations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Native American Cultural History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leave No Trace/Minimum Impact Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3-Season Campcraft Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trail Cooking & Baking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Topographic Map Navigation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compass Navigation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rock Climbing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Canoeing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sea Kayaking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Whitewater Kayaking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Whitewater Rafting Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Backpacking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Winter Campcraft Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Snow Shoeing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cross-country Skiing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiatives & Problem Solving Activity Facilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low Ropes Course Facilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High Ropes Course Facilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Please answer the following questions on a separate sheet. Type or write neatly and legibly.

1. What personal strengths, special skills or fields of knowledge do you possess which might be an asset to our program? Please explain.
2. What interests you most about this job?
3. Describe your leadership style.
4. Please comment on the factors that you consider important when facilitating a group processing experience.
5. Some of our programs involve logistics and service projects performed for land managers. These projects sometimes require a wide range of mechanical and construction skills. Please describe any experience, training, or abilities you possess in the areas of carpentry, trail maintenance, auto mechanics, etc.
6. Comment on ①risk management as it pertains to outdoor programs in general and ②your personal philosophy as a risk manager related to your supervision and leadership of groups outdoors.
7. Describe your most commonly used methods for handling discipline problems in a group facilitation situation. Why you feel that these methods are successful?
8. Describe the most critical medical emergency you have had to deal with as a caregiver in a remote setting.
9. What do you consider some of the most important aspects of being part of a team or community of people?
10. What are the areas in which you would like to grow or improve professionally?
11. Is there anything that has not been discussed about your qualifications that you would like to mention? Do you have any questions about Peak! that remained unanswered?
12. Please provide a copy of a teaching outline or lesson plan that you wrote and successfully used in the field.

Please send the enclosed reference forms to three individuals (preferably past employers) who have observed your teaching, facilitation, risk management and outdoor skills. Record their Name, Title, Organization & Phone Number here:

- ① I hereby certify that all the answers and other information on this application (and attached sheets) are provided by me and are true and correct *and* that any misrepresentation or omission of facts on my part will be justification for separation from Peaks! service, if employed.
- ② I understand the information provided in this application.
- ③ I give my permission for Peak! to conduct background investigations and reference checks into my education, past employment, driving, and criminal records.
- ④ If employed by Peak!, I understand that my continued employment will be contingent upon successful completion of tests, receipt of a copy of current emergency medical and CPR certifications, driver's license, verification of birth, resume and any other pertinent information bearing upon my employment, periodic and on-going performance evaluations, and the will of the company and myself.

Signature

Date

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Instructor Employment Reference

Hello:

_____ has applied to us for employment. They have listed you as a reference and we would appreciate your response to the following questions to assist us in our evaluation. Please return this reference as soon as possible. Thank you very much for your time.

Instructor Job Description

Instructors are responsible for supervising and teaching students effective interpersonal skills, basic ecology concepts and a variety of outdoor skills, including, but not limited to: accident prevention and risk management, camping, Leave No Trace/minimum environmental impact techniques, use of map and compass, backpacking, hiking, canoeing, rock climbing, and high/low ropes course. Instructor facilitation of problem solving and initiative activities occurs on almost every program. On multi-day courses Instructors spend all day with their students and sleep near them at night to ensure timely response in case of emergency. This job includes logistical duties, (e.g. driving company-owned, rented and loaned vehicles; field gear maintenance, repair, inventory and storing; buying and preparing food; loading and unloading gear and food from vehicles). It is the Instructor's responsibility to maintain a high awareness of potential risks and group dynamics and respond appropriately. Every Peak course includes instruction in expectable accident prevention, risk management techniques, and minimum environmental impact techniques in addition to those skills and topics requested by our clients.

About Peak! Outdoor Courses and Work Environment

- ⊙ All field staff are hired on a course-by-course basis. Courses are from one to ten days in duration. Course locations include deserts, rivers, mountains and ocean island settings primarily in southern California and the American Southwest.
- ⊙ Peak! works with a variety of populations including elementary, middle and high school students, collegians, groups of business administrators and managers and other special interest groups comprised of children and adults.
- ⊙ Peak! outdoor courses are generally conducted "Expedition Style." In other words, Peak Field Staff, client participants and chaperones are expected to contribute to the well being of the entire group. Peak! Field Staff lead by example and actively encourage everyone to participate in common duties (e.g. cooking, cleaning up, helping to lead hikes and generally watching out for themselves and each other). We like to think of this idea as being an extension of the community that we comprise when we unite to attain common goals.

1. How long have you known the applicant? _____
2. Please tell us your relationship with the applicant _____
3. Reason applicant left your employment if no longer employed _____
4. Would you re-employ applicant? YES NO (If no, please indicate why under comments.)
5. Based on your direct experience, please indicate your response concerning the applicant's past performance and abilities:

	NOT OBSERVED	ENTRY LEVEL	SATISFACTORY	VERY CAPABLE	OUTSTANDING
<u>COMMUNICATION/FACILITATION</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Role model for co-workers and participants in the area of interpersonal skills (effective communicator, able to read group dynamics, able to frame, conduct and process initiative/ropes elements, sequence events, conflict resolution). Give/receive constructive feedback. Easily approachable by clients and participants. Uses knowledge of group dynamics and facilitation techniques to form effective groups, build cohesion and enhance social functioning.					
<u>RISK MANAGEMENT</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays sound judgment and a proactive attitude toward personal and group accident prevention and risk management. Puts emotional and physical well-being of participants first when making decisions. Follows operating procedures and program policies. Manages groups well during crises.					
<u>GENERAL TEACHING</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can convey complex ideas simply. Patient, articulate and possesses skills necessary to instruct clearly. Can work from a written lesson plan. Able to create own lesson plans.					
<u>ECOLOGY/NATURAL HISTORY</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows basic ecology and can interpret both natural history and ecological concepts.					
<u>NAVIGATION</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to utilize & teach map & compass skills. Proficient in backcountry setting.					

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	NOT OBSERVED	ENTRY LEVEL	SATISFACTORY	VERY CAPABLE	OUTSTANDING
<u>WILDERNESS & CAMPCRAFT SKILLS</u> Personally comfortable and able to supervise beginners in a remote camping environment. Proficient in Leave No Trace/minimum impact skills. Able to teach. Knowledgeable of seasons and weather.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ROCKCRAFT SKILLS</u> Proficient in selecting and setting anchor placements and managing group top-rope climbing site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>FLATWATER CANOEING SKILLS</u> Proficient and able to instruct these techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>WHITEWATER KAYAKING/RAFTING SKILLS</u> Proficient and able to instruct these techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>EMOTIONAL MATURITY & STABILITY</u> <input type="checkbox"/> Well balanced actions & judgments in meeting daily living obligations and unusual, difficult or emergency situations. Maintains self control, not easily disturbed or shaken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>TRUSTWORTHINESS & HONESTY</u> Can be trusted without exception. Honest in personal and program input. Straightforward in offering constructive feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>RESPONSIBILITY</u> Seek and accepts responsibility, take initiative to begin tasks without being asked. Works well without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>INITIATIVE</u> Has energy and motivation, pursues personal growth/skills improvement, seeks personal/program advancement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>COOPERATION</u> Able to work well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>FLEXIBILITY</u> Adapts well to changes in plans or working environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>OVERALL SUITABILITY FOR THIS POSITION</u> As a role model for teens, a teacher, a supervisor and a co-worker; how well do you think the applicant is suited for the position as you perceive it from the information provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What are the applicant's greatest strengths and the greatest opportunities for improvement concerning this position?

7. Do you have any personal knowledge of any behavior, activities or associations that would indicate that this person is not honest, trustworthy, reliable and of good character or which would adversely affect this person's performance or judgement?

YES NO (If yes, please indicate why under comments.)

8. I recommend hiring without reservation. Comments: _____

I recommend hiring with some reservation. _____

I do not recommend this applicant be hired. _____

COMMENTS: Would you like to make any additional comments regarding the applicant's dependability, creativity, punctuality, perseverance, emotional stability, sense of humor, discipline, etc.?

Please Print Your Name & Title: _____

Your Organization & Phone Number _____

Your Signature _____