



**PONDEROSA
PONDEROSA EMPLOYEE REFERENCE FORM**

PONDEROSA RETREAT & CONFERENCE CENTER
15235 FURROW ROAD
LARKSPUR, CO 80118-5703
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WWW.VISITPONDEROSA.COM

Office Use Only
Date received _____
Date reviewed _____
Approved Not approved
Dept Director sign off _____

Staff and the Ponderosa Ministry

Ponderosa exists as a ministry partner with the Christian community to provide a complete retreat and conference facility where guests may experience God. At Ponderosa we believe that the principles found in the Bible should govern our behavior. It is important for our staff to understand Ponderosa is a Christian based ministry; however, not all staff members are required to be Christians.

Because of the unique and special nature of the Ponderosa Retreat & Conference Center, volunteers and employees alike are expected to manifest conduct and actions that project an image consistent with the expressed purpose and mission of the ministry. Colorado Baptist Churches have voluntarily given the ministry a place of influence based upon the values of trust and respect. It is imperative that volunteers and employees favorably represent the ministry.

Conduct that brings embarrassment to the ministry or impedes its credibility with constituents is unacceptable. Similarly, conduct or other actions perceived as inconsistent with the Bible are unacceptable. Examples of such conduct are involvements with alcohol, illegal drugs, pre-marital or extra-marital sex, cohabitation apart from the marriage relationship, homosexuality, and outside interests and pursuits which would normally be considered incompatible with the ministry's mission.

Ponderosa has not only the right, but also the responsibility to do everything possible to ensure the stated purpose and mission of the ministry continues in its highest tradition and is not harmed or impeded by unacceptable behavior.

I. To be complete by the applicant (please print)

Applicant's Name: _____

Address: _____
Street City State Zip

Phone: _____

Waiver of right of access to confidential statement: I, the undersigned, hereby voluntarily waive any right to review content of this recommendation.

Waiver authorizing prior employers to divulge information: I, the undersigned, hereby voluntarily wave any right concerning background information from previous employers without their fear of liability.

Applicant's signature _____ Date _____

II. To be completed by the person giving reference (please print)

Person giving reference may not be a family member.

In what capacity have you known the applicant?

Youth Pastor Pastor Sunday School Teacher Church Name: _____

Employer Supervisor

Personal Friend Other _____

How long have you known the applicant?

How well do you know the applicant?

Close personal relationship Casual acquaintance Fairly well

Describe briefly the applicant's home situation:

_____ Don't know

Are you aware if the applicant has been convicted of a crime? Yes No

Are you aware if the applicant has been investigated for or accused of sexual or physical abuse or sexual harassment? Yes No

How would you describe the applicant's attitude toward authority? _____

How would you describe the applicant's reliability? _____

How would you describe the applicant's social relationships with peers? _____

How well does the applicant work and communicate with others? _____

Describe in your own words the applicant's character (spirituality, cooperativeness, honesty, tactfulness, and good judgment): _____

How well do you think the applicant is suited to work with children? _____

Does the applicant have any habits or characteristics that his/her department director should be aware of, or cautioned about? _____

Employer background information (all others skip to next section)

Periods of employment: _____

Reasons/Circumstances for applicant's departure: _____

Did the applicant receive any verbal or written reprimands? Yes No

If so, please give brief statement of reprimand: _____

Do you know of any action taken or threatened against the applicant for reasons relating to allegations of physical or sexual abuse or sexual harassment? Yes No

If you know the applicant on a spiritual level, please complete the following (all others skip to next section):

Does the applicant profess to be saved/born again? Yes No Don't know

Do you observe evidence to support this profession? Yes No Don't know

Is the applicant living a consistent Christian life? Yes No Don't know

If so, what evidence have you observed? _____

What spiritual gifts are evident in the applicant's life? _____ Don't know

Describe the applicant's pattern of church attendance:

Regularly Occasionally Sporadically Don't know

Recommendation Concerning Acceptance:

On the basis of what the applicant can contribute to the spiritual climate of Ponderosa, I:

Highly recommend Recommend Recommend with reservations Prefer not to recommend

On the basis of what Ponderosa can contribute to this applicant's spiritual development, I:

Highly recommend Recommend Recommend with reservations Prefer not to recommend

Name (please print): _____

Address: _____
Street City State Zip

Phone: _____

Signature: _____ Date: _____

I would like to discuss this recommendation by phone (optional).

Please mail this completed form to: Personnel
Ponderosa Retreat & Conference Center
15235 Furrow Road
Larkspur, CO 80118

Ponderosa is a registered child care provider by the State of Colorado and is guided by regulations with the Department of Human Services.

PONDEROSA'S MISSION STATEMENT

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