



# Bayfield County Teen Court Application

## Reference Form

Your honest assessment of this applicant's qualifications to be a panelist for the Bayfield County Teen Court is appreciated. This reference will be handled in a confidential manner and will not be released to the applicant unless you indicate your permission on this form. Please return the completed form to Ian Meeker, Advisor for the Bayfield County Teen Court, by November 7 in the self-addressed envelope provided.

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Person Furnishing Reference \_\_\_\_\_

Title \_\_\_\_\_ Agency \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

(co-worker, teacher, supervisor, friend, etc.)

Your Phone No. ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

### QUALITIES RELATED TO JOB SUCCESS

- 1. Success in previous job(s) or projects \_\_\_\_\_
- 2. Able to work with people (team) \_\_\_\_\_
- 3. Able to lead or inspire others \_\_\_\_\_
- 4. Oral communication skills \_\_\_\_\_
- 5. Written communication skills \_\_\_\_\_
- 6. Completes assignments \_\_\_\_\_
- 7. Organizes time and work \_\_\_\_\_
- 8. Accepts guidance \_\_\_\_\_
- 9. Creative and innovative \_\_\_\_\_

### Rating Scale

- 5 = Far Exceeds expectations
- 4 = Above expected level
- 3 = At expected level
- 2 = Below expected level
- 1 = Not satisfactory
- NA = Not able to judge

### PERSONAL QUALITIES THAT AFFECT PERFORMANCE

- 1. Neat, well-groomed appearance \_\_\_\_\_
- 2. Tactful and courteous \_\_\_\_\_
- 3. Enthusiastic \_\_\_\_\_
- 4. Dependability and promptness \_\_\_\_\_
- 5. Maturity and poise \_\_\_\_\_
- 6. Deals constructively with pressure \_\_\_\_\_
- 7. Flexibility/adaptability \_\_\_\_\_
- 8. Demonstrates honesty/integrity \_\_\_\_\_
- 9. Commitment to employer \_\_\_\_\_
- 10. Accepts differences in others \_\_\_\_\_
- 11. Potential for professional growth \_\_\_\_\_

**Overall Judgment of the Applicant for this Position** \_\_\_\_\_

Do you know of any reason(s) why this applicant should not be considered for this type of position with the Bayfield County Teen Court?

Yes      No     

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

A.      What qualities such as leadership, organization, or commitment does this applicant bring to the Teen Court?  
\_\_\_\_\_  
\_\_\_\_\_

B.      What limitations (if any) does the applicant have for this position (transportation, inability to follow through with commitment) ?  
\_\_\_\_\_  
\_\_\_\_\_

C.      Additional information is appreciated and may be included on an attached sheet.  
\_\_\_\_\_

I believe this information is fair and accurate based upon my experience with the applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign on the line following this statement if you give permission to release information contained in the reference to the applicant upon applicant request. No signature will imply lack of consent.

\_\_\_\_\_  
Signature to authorize release to applicant

Please send reference to:

Ian Meeker  
P.O. Box 218  
UW-Extension, Bayfield County  
Washburn, WI 54891