Confidential Reference Questionnaire:

*Please print 2 copies of this document and ask each of your two references to fill out and return the form to Sharkarosa at the address listed below. It is courteous to provide those completing references for you with a pre-addressed, stamped envelope. If preferred, this form may be copied and imported into your word processing program, completed, and sent by the person completing it as an e-mail attachment to* *sharkarosa@aol.com**. A hard copy should still be printed out, signed, and mailed.*

Top of Form

***To be completed by the Applicant:*

Applicant's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position(s) for which you are applying\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*It is understood that this Reference Questionnaire is considered confidential. Responses will not be shared with the applicant.***

***To the person completing this Reference Questionnaire****: The person named above is applying to serve as an intern at Sharkarosa Wildlife Ranch. Your help in evaluating this person's potential for joining the Sharkarosa team is of great importance in the intern selection process. Thank you for your sincere and candid appraisal of this person's character and ability.*

1. How long, how well, and in what capacity have you known the applicant?

*In each of the following items, please check the phrase that most accurately describes the applicant's usual behavior with regard to that specific quality or trait. Additional comments may be made.*

2. **Leadership**: How does this person direct and influence others in a work group?
Poor leader; incapable of directing or working with others
Usually follows the lead of others
Normally successful in directing and leading others
Very successful in leading others
Exceptional leader; inspires others along desired lines of action

3. **Cooperation**: How well does this person work with others in a group?
Cooperates grudgingly; makes trouble; obstructs group efforts
Cooperates somewhat, but tends to choose own interests over common good
Cooperates actively; helps things run smoothly
Exceptionally successful in working with others and inspiring confidence

4. **Responsibility/trustworthiness**: How responsible is this person?
Irresponsible even under supervision
Usually needs detailed instructions with regular checks of work
With close supervision will do satisfactory work
Carries out routine activity on own responsibility
Exceptionally able to accomplish work without close supervision

5. **Willingness to improve**: How does this person react to suggestions/criticism by others?
Takes criticism as a personal insult, resents suggestions
Listens to suggestions but often acts without considering them
Follows suggestions willingly when appropriate
Asks for criticisms and suggestions

6. **Persistence**: How well does this person follow through on tasks?
Needs much prodding to complete work
A bit indifferent unless deeply interested; may not finish task
Completes assigned tasks of own accord
Industrious, energetic, dependable at all times
Unusual perseverance; does more than expected

7. **Stability**: How well does this person control emotions?
Tends to over-respond (to stress, good fortune, etc.); is over-emotional
Tends to be unresponsive; apathetic
Has difficulty expressing emotions; over-controlled
Usually well-balanced
Excellent balance of both responsiveness and self-control

8. **Maturity of judgment**: How does this person make decisions?
Immature; untrustworthy in situations of stress
About average for his/her age in judgments made
Above average; can always be counted on upon to use good common sense
Exceptionally mature; decides wisely and prudently, even under stress

9. To the best of your knowledge, what is the applicant’s relationship like with other interns/employees? Are they always at the center of the argument, always the one to start drama, usually the diffuser, steers clear of any negative colleague interactions, etc?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. If you have any reason to believe that it may not be appropriate for this person to work closely with children or animals, a further explanation on a separate sheet of paper is invited. Any such comments will not be kept as a part of the reference, and will be destroyed after they are reviewed.
11. **Suitability as a Sharkarosa intern**: Rate this person by circling a number from one to ten:
*Poor Prospect*       1      2      3      4      5      6      7      8      9      10      *Truly exceptiona*l

12. Please describe, to the best of your knowledge, the following. If not applicable, simply write N/A.

 Not only are many Sharkarosa duties physically demanding, but Texas weather is extreme and unforgiving. Physically and mentally, how do you think the applicant would fare in the following scenarios.

1. Standing outside for 8 straight hours interacting with the public via presentations and animal interactions with a heat index of 110: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Picking up/carrying/dumping 50lb feed bags for an hour in a 33 degree sleet storm:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Getting up every 3 hours in the middle of the night to check on an injured/sick animal or feed a neonatal baby and then putting in a full day the next day:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Working 6 days a week and being in close quarters with other interns/staffers(there are 3 staff that live on the ranch and there will be as many as 3 interns at all times).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Do you think the applicant lets their personal life interfere with their job(i.e. misses days because of emotional stress, etc)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. To your knowledge, how many sick days does the applicant take in a month? And if so, did you believe, in these instances, that the illness was real or faked? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Any additional comments, stories, concerns, you would want to know about if you were hiring this applicant?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print/type name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Intern applications cannot be considered complete until references are received. Please return this as soon as possible to:* **Sharkarosa Wildlife Ranch Att: Maryanne ● PO Box 1258 ●  Pilot Point, TX 76258**

Bottom of Form