

INTERLOCHEN CENTER FOR THE ARTS
APPLICANT REFERENCE
 Interlochen Center for the Arts is an Equal Opportunity Employer

Section I: TO BE COMPLETED BY THE APPLICANT

Applicant's Name _____ Position being applied for _____
(Last, First, Middle)

I, the above applicant, have made application for the above position. I hereby authorize, _____ to release the information requested below and to comment on my work, school and performance record. I agree to hold the above named individual harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

Applicant's signature _____ Date _____

Section II: TO BE COMPLETED BY THE REFERENCE

The above named applicant has provided you with this reference form so that we might gain an accurate understanding of this individual's skills and qualifications for the job he/she has applied for. Because of geographic distance, numbers of applicants and time constraints we are unable to conduct a personal interview with the applicant. Therefore, we rely heavily on your reference to properly consider an individual for employment in an environment which serves and guides youth enrolled in our Arts programs.

Please complete this reference form indicating your assessment of the applicant to the best of your personal judgement. Please feel free to add additional comments or copies of supporting materials that might provide further insight related to the applicant.

1. Would you employ the applicant for the position mentioned above? Yes No
2. How long have you known this applicant? From _____ Until _____
3. In what capacity have you known this applicant? Student Employee Other: _____
 - If you knew the applicant as an employee, please list the following:
 Company Name: _____ Applicant's Title: _____
 Position held: _____ Employment dates: From _____ To _____

4. Using the following definitions, please complete the following by placing a check on the line which best describes the applicant:

- | | |
|-----------|--|
| POOR | Requires constant direction, inconsistent performance. |
| FAIR | Requires daily direction, meets expectations. |
| GOOD | Requires some direction, exceeds many expectations. |
| EXCELLENT | Requires minimal direction, consistently exceeds expectations. |

COMPLETE FOR ALL APPLICANTS

	<u>POOR</u>	<u>FAIR</u>	<u>GOOD</u>	<u>EXCELLENT</u>
Willingness to abide by policies and regulations	_____	_____	_____	_____
Ability to get along with others	_____	_____	_____	_____
Dependability with regards to attendance	_____	_____	_____	_____
Ability to complete a project as assigned	_____	_____	_____	_____
Willingness to accept responsibility	_____	_____	_____	_____
Degree of cooperation in work performance	_____	_____	_____	_____
Ability to perform in spite of obstacles	_____	_____	_____	_____

ADDITIONAL INFORMATION REQUESTED FOR Collaborative Pianist APPLICANT

	<u>POOR</u>	<u>FAIR</u>	<u>GOOD</u>	<u>EXCELLENT</u>
Sight-reading ability at the piano	_____	_____	_____	_____
Solo piano performance level	_____	_____	_____	_____
Accompanying ability and talent	_____	_____	_____	_____
Experience level in accompanying	_____	_____	_____	_____
Ability to accept criticism	_____	_____	_____	_____
Mastery of basic piano technique	_____	_____	_____	_____
Knowledge of composers and historical styles	_____	_____	_____	_____
Steadiness of nerves in performance	_____	_____	_____	_____
Stage presence	_____	_____	_____	_____
Experience in recital performances	_____	_____	_____	_____

Please describe your knowledge of the applicant's experience as an Accompanist: _____

Please comment as objectively and specifically as possible on the applicant's abilities and characteristics in the following areas:

- Written and verbal communications: _____

- Leadership: _____

- Teamwork: _____

- Problem-solving: _____

- Creativity: _____

- Responsibility: _____

- Maturity: _____

Please describe your knowledge of the applicant's experience in the work area he/she applied for: _____

Do you think this applicant would work well with children and make a good role model for them? Yes No

Why? _____

Your name: _____ Title: _____

Address: _____ Telephone: _____

City/State/Zip: _____

E-mail address: _____

Reference Signature: _____ Date: _____

We truly appreciate your time and consideration in this matter. Please return the completed reference form to Interlochen or the applicant at your earliest convenience. **Interlochen Only Accepts the Original Reference Form with Original Signatures from the Applicant and the Reference- No Faxed or Scanned Copies.** Thank you.

11/08

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COMPLETE FOR ALL APPLICANTS

	<u>POOR</u>	<u>FAIR</u>	<u>GOOD</u>	<u>EXCELLENT</u>
Willingness to abide by policies and regulations	_____	_____	_____	_____
Ability to get along with others	_____	_____	_____	_____
Dependability with regards to attendance	_____	_____	_____	_____
Ability to complete a project as assigned	_____	_____	_____	_____
Willingness to accept responsibility	_____	_____	_____	_____
Degree of cooperation in work performance	_____	_____	_____	_____
Ability to perform in spite of obstacles	_____	_____	_____	_____

ADDITIONAL INFORMATION REQUESTED FOR Collaborative Pianist APPLICANT

	<u>POOR</u>	<u>FAIR</u>	<u>GOOD</u>	<u>EXCELLENT</u>
Sight-reading ability at the piano	_____	_____	_____	_____
Solo piano performance level	_____	_____	_____	_____
Accompanying ability and talent	_____	_____	_____	_____
Experience level in accompanying	_____	_____	_____	_____
Ability to accept criticism	_____	_____	_____	_____
Mastery of basic piano technique	_____	_____	_____	_____
Knowledge of composers and historical styles	_____	_____	_____	_____
Steadiness of nerves in performance	_____	_____	_____	_____
Stage presence	_____	_____	_____	_____
Experience in recital performances	_____	_____	_____	_____

Please describe your knowledge of the applicant's experience as an Accompanist: _____

Please comment as objectively and specifically as possible on the applicant's abilities and characteristics in the following areas:

- Written and verbal communications: _____

- Leadership: _____

- Teamwork: _____

- Problem-solving: _____

- Creativity: _____

- Responsibility: _____

- Maturity: _____

Please describe your knowledge of the applicant's experience in the work area he/she applied for: _____

Do you think this applicant would work well with children and make a good role model for them? Yes No

Why? _____

Your name: _____ Title: _____

Address: _____ Telephone: _____

City/State/Zip: _____

E-mail address: _____

Reference Signature: _____ Date: _____

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COMPLETE FOR ALL APPLICANTS

Table with 4 columns: POOR, FAIR, GOOD, EXCELLENT and 7 rows of applicant attributes for rating.

ADDITIONAL INFORMATION REQUESTED FOR Collaborative Pianist APPLICANT

Table with 4 columns: POOR, FAIR, GOOD, EXCELLENT and 9 rows of specific skills for Collaborative Pianist.

Please describe your knowledge of the applicant's experience as an Accompanist:

Please comment as objectively and specifically as possible on the applicant's abilities and characteristics in the following areas:

- Written and verbal communications: _____

- Leadership: _____

- Teamwork: _____

- Problem-solving: _____

- Creativity: _____

- Responsibility: _____

- Maturity: _____

Please describe your knowledge of the applicant's experience in the work area he/she applied for: _____

Do you think this applicant would work well with children and make a good role model for them? Yes No

Why? _____

Your name: _____ Title: _____
Address: _____ Telephone: _____
City/State/Zip: _____
E-mail address: _____
Reference Signature: _____ Date: _____

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