

## EMPLOYMENT REFERENCE

Applicant \_\_\_\_\_

Position \_\_\_\_\_

Your honest appraisal of the applicant's capabilities and suitability as a role model for children is important as we consider her/him for employment. Please answer each question as completely and candidly as possible. Feel free to use another sheet of paper if you have additional comments that you feel would be helpful. Please return the form directly to Incarnation Camp. If you prefer, you may write a letter of reference instead of, or in addition to, completing this form.

**Your comments will be kept confidential.**

Check (√) any place along each line to express your experience and judgement of the applicant.

### Interpersonal Relationships

	Not observed	Poor	Fair	Good	Excellent
With children	_____	_____	_____	_____	_____
With older adults	_____	_____	_____	_____	_____
With supervisors	_____	_____	_____	_____	_____
With co-workers	_____	_____	_____	_____	_____

### Work Habits

Responsibility	_____	_____	_____	_____	_____
Planning of activities	_____	_____	_____	_____	_____
Completion of activities	_____	_____	_____	_____	_____
Initiation of new ideas	_____	_____	_____	_____	_____
Leadership ability	_____	_____	_____	_____	_____
Acceptance of supervision	_____	_____	_____	_____	_____
Ability to follow instructions	_____	_____	_____	_____	_____
Use of time	_____	_____	_____	_____	_____
Care of facility and equipment	_____	_____	_____	_____	_____

### Social Attitudes

Personal appearance	_____	_____	_____	_____	_____
Manners	_____	_____	_____	_____	_____
Emotional maturity	_____	_____	_____	_____	_____
Self-control	_____	_____	_____	_____	_____
Physical health	_____	_____	_____	_____	_____
Acceptance of responsibility	_____	_____	_____	_____	_____

Overall potential and evaluation \_\_\_\_\_

Please answer as many of the following questions as you can:

How long have you known the applicant? \_\_\_\_\_ In what capacity do you know him/her?

How does the applicant relate to children?

Would you be willing to leave the applicant in charge of your children in a residential camp setting for a period of 2-8 weeks? Please explain.

How would you describe the applicant's religious commitment?

In general, what kind of temperament does the applicant possess?

How does the applicant react to new situations and demands?

What would you say is the applicant's greatest asset?

What would you say is the applicant's greatest weakness?

How would you rate the applicant's camping skills? Be specific.

Does the applicant show any signs of behavior which would cause concern if she/he were working directly with children? \_\_\_\_\_ If yes, please explain.

Do you have any reservations on recommending this applicant for employment at Incarnation Camp? \_\_\_\_\_  
Please explain.

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

May we contact you if we have further questions? \_\_\_\_\_

Thank you for taking the time to complete this form. Your help and honesty is appreciated!