



335 Bloomfield Avenue
West Hartford, Connecticut 06117/ (860) 231-6317/ kwyckoff@mandelljcc.org

REFERENCE FORM

To be completed and returned to the above address

Name of Applicant: _____

Position applying for: _____

Today's date: _____

TO THOSE ASKED TO SUBMIT REFERENCES: The above named individual has applied for the stated position in our summer camp program. We are especially interested in your candid assessment of his/her general abilities to serve on the staff of a summer camp. We believe that our staff is our most important resource - they are the heart and soul of our camp. Your remarks, therefore, are very important to us. Since the applicant expects your response to be considered as a part of his/her application, we will defer action on the application until hearing from you. Please type or print, and return this completed form to us as soon as possible at the address above. Use additional sheets if necessary. Thank you for your generous assistance.

Name / Title or Position _____ Day time Phone # _____

Address _____ Evening Phone # _____

Signature / Date _____

- 1) For how long and in what capacity have you known the applicant?

- 2) Would you describe the applicant as a "team player"? Please elaborate.

- 3) Would you describe the applicant as a "role model"? Please elaborate.

- 4) How would you describe the applicant's ability to receive and carry out instructions?

- 5) How would you describe the applicant's ability to give instructions, to lead, and to supervise?

- 6) How would you describe the applicant's skills/style in resolving conflict?

- 7) A day at camp is often long and hard - "burn-out" is not uncommon. It requires both physical and emotional endurance, as well as lots of patience. Are these qualities apparent in the applicant? Please elaborate.

- 8) Do you think that serving on the staff of a summer camp will be a learning and growing experience for the applicant?

- 9) If you had a child you were planning to send to our camp, how would you feel about entrusting your child to the care of the applicant?

- 10) Use this space for any additional comments or remarks: