

Request for Reference Form



Our program requires responsible, mature adults who are creative and flexible, function well as part of a team and are able to maintain stamina over a long period of time. Each staff member (counselors, support staff, nursing staff, etc) must be able to work well with children and adults in all kinds of situations. We are committed to employing the best possible camp staff and will appreciate your honest assessment of this applicant's qualifications.

This boxed section must be completed by the applicant requesting the reference:

<p>I, _____, have given your name as reference in applying for a position as (applicant printed name) _____ at YMCA Camp Coniston.</p> <p>I agree to release you, your firm or corporation from any liability from information you may provide.</p> <p>Signed _____ Date _____ (applicant signature)</p>
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1. How long, how closely and in what capacity have you known the applicant?
2. How would you describe the applicant's ability to communicate with youth?
With adults?
3. How does the applicant handle feedback / training / supervision?
4. How does the applicant handle stress?
5. Please comment on this person's ability to work as a member of a team, with people of all ages and backgrounds:
6. How do you think this applicant will handle an around-the-clock, residential youth camp position?
7. If the applicant was an employee of yours, would you rehire him/her? Yes No Not an employee

8. Please mark how you would describe the applicant in the following categories:

	One of the best I've Ever encountered Top 5%	Above Average	Average	Below Average	I have not witnessed / Unsure
Common sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm/Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Argumentativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warmth/Caring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even tempered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages emotions on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to juggle tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work hard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of critique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows when to ask for help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Love of Outdoors/Camping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Please let us know if you would like to comment or elaborate on any of the above rankings:

10. Please let us know if you have any reservations or pertinent information:

11. Overall, regarding this applicant, my recommendation for him/her is:

- extremely high
 high
 yes, but some reservations
 do not recommend

Your Name _____	Phone _____
Company/Title _____	E-Mail _____
Street _____	City _____ State _____ Zip _____
Signature _____	Date _____

Your observations and opinions are important. Thank you very much for taking the time to complete this reference before the deadline. Please return it to the staff applicant /or/ directly to:

YMCA Camp Coniston
PO Box 185
Grantham, NH 03753

FAX: 603-863-1620 EMAIL: info@coniston.org

