



REFERENCE FORM

This form should be completed by your teacher, professor, academic advisor, coach or past / present employer. Friends and relatives will not be considered. Thank you.

Please Fax to:
Tom Troche
305-673-4131

APPLICANT TO COMPLETE

Name of applicant _____ Social Security # _____

Address _____

Home phone # _____ Work/School phone # _____

I authorize you as my reference to release any and all information you may have concerning my past job performance or my suitability for the position for which I am applying. I hereby release you and Kenmont and Kenwood camps from any and all liability which could result from the providing of the information requested or for its use in the employee selection process.

Sincerely,
Applicants signature _____ Date _____

TO THE REFERENCE: PLEASE COMPLETE ALL SECTIONS BELOW

SINCE THE CANDIDATE IS GOING TO BE WORKING WITH CHILDREN, WE FEEL IT IS OF THE UTMOST IMPORTANCE TO SCREEN EACH CANDIDATE EXTENSIVELY. WE WOULD BE VERY GRATEFUL IF YOU COULD TAKE A FEW MINUTES TO ANSWER THE FOLLOWING QUESTIONS SO THAT WE MAY ENSURE A SAFE, HAPPY AND HEALTHY ENVIRONMENT FOR OUR CAMPER. PLEASE RETURN THIS FORM TO THE ABOVE ADDRESS AS SOON AS POSSIBLE.

Thank you for taking the time to evaluate my qualifications for employment at KenMont and KenWood Camps. Please use this form. Your recommendation will become a permanent part of my application. Any additional information may be submitted.

PLEASE CHECK THE DEGREE TO WHICH THE APPLICANT DEMONSTRATES THE FOLLOWING QUALITIES:	EXCELS	GOOD	AVERAGE	FAIR	UNABLE TO JUDGE
1. DEMONSTRATES WILLINGNESS TO LEARN AND GROW					
2. ABILITY TO EXPRESS SELF					
3. ABILITY TO ORGANIZE RESPONSIBILITIES AND TASKS					
4. RELIABILITY AND PROMPTNESS IN HANDLING TASKS					
5. PUNCTUALITY AND REGULARITY IN ATTENDANCE					
6. ABILITY TO FUNCTION AS A PART OF A TEAM					
7. ABILITY TO RELATE WELL TO CO-WORKERS					
8. DEGREE OF FLEXIBILITY AND ABILITY TO ADAPT					
9. ABILITY TO ACCEPT EVALUATION OF PERFORMANCE					
10. HANDLES STRESSFUL SITUATIONS SUCCESSFULLY					
11. DEMONSTRATES UNDERSTANDING OF CHILDREN					
12. DEMONSTRATES ENTHUSIASM AND CREATIVENESS					
13. DEMONSTRATES EFFICIENCY IN ROUTINE MATTERS					
14. ABILITY TO RELATE AND GIVE GUIDANCE TO CHILDREN					
15. EVIDENCES LOYALTY TO JOB AND SUPERVISORS					
16. MAINTAINS CONFIDENTIALITY OF INFORMATION					

TO THE REFERENCE: PLEASE COMPLETE ALL SECTIONS BELOW

1. HOW LONG HAVE YOU KNOWN THE APPLICANT? _____
2. MY CONTACT WITH THE APPLICANT IS / WAS: ___ALMOST DAILY ___ WEEKLY ___INFREQUENTLY
3. INFORMATION GIVEN ON THE APPLICANT IS BASED ON:
___ PERSONAL ACQUAINTANCE, ___ CO-WORKER, ___ STUDENT IN MY CLASS, OTHER:_____.
4. HAVE YOU OBSERVED THIS PERSON WORKING WITH CHILDREN? ___ YES, ___ NO.
COMMENTS:_____.
5. PLEASE CHECK THE APPROPRIATE BLANK FOR EACH QUESTION THAT FOLLOWS (OR ATTACH EXPLANATION AS NEEDED):

YES NO N/A

- | | | | |
|--|--------|-----|-----|
| a. DOES THE APPLICANT ACCEPT EXTRA DUTIES WILLINGLY? | a. ___ | ___ | ___ |
| b. IS THE APPLICANT A PERSON YOU WOULD LIKE TO HAVE CARE FOR / WORK WITH A CHILD TO WHOM YOU ARE VERY CLOSE? | b. ___ | ___ | ___ |
| c. WITH YOUR PRESENT KNOWLEDGE, WOULD YOU EMPLOY OR RE-EMPLOY THIS APPLICANT? | c. ___ | ___ | ___ |
| d. TO YOUR KNOWLEDGE, HAS THIS APPLICANT EVER FAILED TO HAVE A CONTRACT RENEWED, RESIGNED TO AVOID BEING TERMINATED, OR BEEN TERMINATED FROM EMPLOYMENT? | d. ___ | ___ | ___ |
| e. DOES THIS APPLICANT HAVE ANY MORAL OR SOCIAL PECULIARITIES OR HABITS WHICH WOULD MAKE HIM / HER UNSUITABLE AS A CAMP COUNSELOR? | e. ___ | ___ | ___ |
| f. MAY WE CALL YOU REGARDING THE APPLICANT? | f. ___ | ___ | ___ |

6. PLEASE CHECK ALL THE WORDS WHICH BEST DESCRIBE THE APPLICANT. PLEASE ADD ANY OTHERS:

- | | | | | | |
|--|--------------------------------------|---------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> OUTGOING | <input type="checkbox"/> LEADER | <input type="checkbox"/> TRUSTWORTHY | <input type="checkbox"/> SERIOUS | <input type="checkbox"/> SHY | <input type="checkbox"/> MOTIVATED |
| <input type="checkbox"/> COMPLACENT | <input type="checkbox"/> CONFIDENT | <input type="checkbox"/> RESERVED | <input type="checkbox"/> FOLLOWER | <input type="checkbox"/> TOLERANT | <input type="checkbox"/> CONGENIAL |
| <input type="checkbox"/> COOPERATIVE | <input type="checkbox"/> INQUISITIVE | <input type="checkbox"/> ENERGETIC | <input type="checkbox"/> ASSERTIVE | <input type="checkbox"/> LOYAL | <input type="checkbox"/> DEPENDABLE |
| <input type="checkbox"/> CHEERFUL | <input type="checkbox"/> MATURE | <input type="checkbox"/> CREATIVE | <input type="checkbox"/> SENSITIVE | <input type="checkbox"/> COMPETENT | <input type="checkbox"/> PROBING |
| <input type="checkbox"/> THOROUGH | <input type="checkbox"/> QUIET | <input type="checkbox"/> CONCERNED | <input type="checkbox"/> FRIENDLY | <input type="checkbox"/> INITIATOR | <input type="checkbox"/> ENTHUSIASTIC |
| <input type="checkbox"/> SELF-CENTERED | <input type="checkbox"/> DEDICATED | <input type="checkbox"/> WELL-GROOMED | <input type="checkbox"/> AGGRESSIVE | <input type="checkbox"/> INNOVATIVE | <input type="checkbox"/> RELAXED |
| <input type="checkbox"/> DETERMINED | <input type="checkbox"/> CARING | <input type="checkbox"/> HONEST | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

7. PLEASE CIRCLE YOUR OVERALL RATING OF THIS APPLICANT BELOW:

<u><unsatisfactory></u>		<u><below average></u>		<u><average></u>		<u><above average></u>		<u>outstanding</u>
1	2	3	4	5	6	7	8	9

NAME OF REFERENCE _____

POSITION _____

COLLEGE/COMPANY/DEPT./SCHOOL _____

ADDRESS _____

WORK PHONE # _____ HOME PHONE # _____

COMMENTS _____

REFERENCES SIGNATURE _____ DATE _____