

REFERENCE FORM for Resident Camp Staff



Girl Scouts - Prairie Winds, Inc.
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Applicant name: _____ Date: _____

Applying for position as: _____

I ALLOW THE RELEASE OF THE INFORMATION BELOW: _____
Signature of Applicant

The above-named person has applied for a position at Camp River Trails, a summer resident camp for girls ages 9 to 17. Because the applicant will be working closely with children, it is important that we have a clear picture of the applicant's abilities, personality and background. There is space provided below each statement for comments to be written. References with all superior ratings will generally be disregarded unless thorough justification is given under comments. **ALL INFORMATION IS CONFIDENTIAL.**

1. How long have you known the applicant?

Is the applicant related to you? Yes No
Have you employed this applicant? Yes No

For how long? _____ In what capacity? _____

2. Do you recommend hiring this applicant to work with girls ages 9 to 17? Yes No

3. Would you employ the applicant for a position of responsibility with children? Yes No

Why or why not? _____

4. If the applicant is/was an employee:

Yes No Did this person learn the job easily and readily?
 Yes No Did they work independently (without regular supervision required)?
 Yes No Would they adapt to a sudden change in schedule?
 Yes No Did the applicant function appropriately in pressure situations?
 Yes No Would you rehire this person?

Why? _____

(OVER)

5. Please rate the applicant on the factors below by placing an X in the appropriate column.

FACTORS	ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER	N/A
Displays positive attitude						
Demonstrates a desire to learn						
Completes tasks without frequent reminders						
Shows ability to accept supervision						
Exhibits honesty and dependability						
Understands young people						
Works well with others						
Relates well to peers						
Shows concern and respect for others						
Demonstrates sound decision making						
Adapts well to new situations						
Shows leadership						
Takes initiative						
Displays self-confidence						
Responds well to criticism						
Demonstrates creativity and resourcefulness						

6. How would you classify this applicant as a potential staff member?

- Excellent, should receive top priority.
- Very good, should be among those considered.
- Good, but does not stand out over others at the same level.
- Perhaps should mature another year before considering.
- I do not recommend this applicant for your program.

7. Please provide additional information below that would assist us in making a hiring decision.

Thank you for your time in completing this form. You may be contacted to verify all of the above information. The applicant will not be considered until all references have been received. **PLEASE RETURN TO THE ADDRESS ON THE FRONT OF THIS FORM AS SOON AS POSSIBLE: ATTN: PROGRAM DEPARTMENT.**

Your name; _____ Occupation: _____

Address: _____ City/ZIP: _____

Phone: (____) _____ E-Mail: _____

If we have any additional questions, may we contact you? Yes No Best time to call: _____

Signature of reference: _____ Date: _____