



APPLICANT REFERENCE FORM

Your name has been given as a reference by _____ who has applied for a staff position as _____ for Camp Ketcha.

We are seeking individuals who possess leadership qualities, an interest in young people, and who enjoy working in the outdoors and who are outgoing and enthusiastic. Please take a few moments to complete this reference. Your promptness is appreciated, as references are required prior to selection of all staff. This reference form is confidential and will not be seen by the applicant.

What is your relationship to the applicant? Friend Employer Employee Co-Worker Teacher Other _____

How long have you known him/her? _____

If you employed this applicant, would you rehire him/her? Yes No; reason:

Would you feel comfortable with this applicant work closely with children? Yes No; reason:

Successful staff possess the following qualities. Please evaluate the applicant on each:
 1=Excellent 2=Good 3=Fair 4=Poor 5=Unknown

Ability to work with peers	1	2	3	4	5
Ability to work with children	1	2	3	4	5
Ability to accept responsibility	1	2	3	4	5
Professionalism	1	2	3	4	5
Self-discipline	1	2	3	4	5
Reliability	1	2	3	4	5
Acceptance of diverse populations	1	2	3	4	5
Honesty	1	2	3	4	5
Good judgement	1	2	3	4	5
General Health	1	2	3	4	5
Adaptability to new surroundings	1	2	3	4	5
Ability to work under stress	1	2	3	4	5
Ability to resolve conflict	1	2	3	4	5
Energy/Enthusiasm	1	2	3	4	5
Timeliness	1	2	3	4	5

Please describe this applicant's notable abilities, skills, interests, training or experience, which may be related to the position he/she is applying for.

Please comment on any reservations you have or potential weaknesses you see in the applicant as a staff member.

To the best of your knowledge, has this applicant ever been convicted or accused of child abuse, child neglect, or sex-related crimes? Yes No

Please indicate your overall recommendation for this applicant:

- I recommend this applicant without reservation as an excellent prospect.
- I recommend this applicant as a good prospect.
- I have reservations, but feel there is a reasonable chance this applicant will succeed.
- I have substantial doubts about this applicant.
- I feel this applicant is unsuited for the position in which he/she is applying.

Additional Comments:

Print Name _____ Date _____
Signature _____
Day Phone _____ Evening Phone _____
Email _____
Employer _____ Position _____

We will be contacting you by phone or email to verify your Reference for this candidate.

Please return promptly to:

Liz Tully, Camp Director
Camp Ketcha- Reference Forms
336 Black Point Road
Scarborough, ME 04074

Phone (207) 883-8977
Fax (207) 885-0944
Email: Ltully@campketcha.org
Website: www.campketcha.org

<p>OFFICE USE ONLY: Applicant Verified on _____ By _____ Via: Phone Email Other Additional Comments:</p>
