



## STAFF REFERENCE FORM 2008

### Applicant:

Please print three copies of this form and complete only the top portion yourself. Have your references complete the bottom portion and mail it to the camp office directly. Preferred references will have seen you work/interact with children, witnessed your work style and ethic, and/or be able to speak about your character. These people may include, but are not limited to, teachers, advisors, guidance counselors, current or past employers/supervisors, etc.

Name: \_\_\_\_\_ Position applying for: \_\_\_\_\_

### Reference:

The above applicant has applied to be a children's camp counselor at Concord Academy Summer Camp, and has listed you as a reference. Our staff works with children ages 3 to 14 in a wide range of roles and activities. Camp Counselors are seen by their campers as friends, teachers, supervisors, and role models. Your careful and honest evaluation of this applicant will assist in the selection of candidates best suited for our camp program.

1. How long have you known the applicant and in what capacity? \_\_\_\_\_

\_\_\_\_\_

2. How would you describe the applicant's ability to communicate? \_\_\_\_\_

\_\_\_\_\_

3. How does the applicant handle feedback and/or coaching? \_\_\_\_\_

\_\_\_\_\_

4. How would you describe the applicant's ability to handle conflict? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How would you describe the applicant's ability to work as part of a team?

\_\_\_\_\_

\_\_\_\_\_

6. How well do you feel the applicant will be able to lead and motivate campers?

Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What strengths does the applicant have that will help him/her work well with youth?

\_\_\_\_\_  
\_\_\_\_\_

8. Please list any weaknesses you feel the applicant might have in working with youth?

\_\_\_\_\_  
\_\_\_\_\_

9. Please describe any reservations or commendation you have about this applicant working with youth in a camp environment. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Please indicate how you would describe the applicant in each category.

	One of the best I've ever encountered Top 5%	Above Average	Average	Below Average	Unsure	Comment
Patience	<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"/>	_____
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Energy Level	<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"/>	_____
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Warmth	<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"/>	_____

Please provide us with the following information about yourself.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

May we contact you with further questions? Yes \_\_\_ No \_\_\_ Best time to call: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail or fax completed form to: **Concord Academy Summer Camp**  
 166 Main St.  
 Concord, MA 01742  
 Fax: 978-402-2210 Phone: 978-402-2284 Email: [camp@concordacademy.org](mailto:camp@concordacademy.org)