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Summer Staff Reference Form

This confidential form is to be completed by a recent **Employer** or **Teacher**.

Applicant Name: _____

Position(s) Applying for at ECDC: _____

This person has applied to work on Summer Staff at Emerald Cove Day Camp, which requires a great deal of maturity and responsibility. He/ She must have a willingness to work hard, and the ability to live and serve in close proximity with others of widely varied backgrounds.

Your honest appraisal will assist us in evaluation the applicant's qualifications and abilities for this job. Please leave blank any questions you feel unqualified to answer, and feel free to include a personal note regarding the qualifications of the applicant. Remember that it will be truly the exceptional person that rates high in all categories. Your **prompt** response is greatly appreciated. Thank you for your time.

How long have you known applicant? _____ In what capacity? _____

What type of work/ study did the applicant perform? _____

What was their attitude toward work/ learning? _____

What was their attitude toward their supervisor/ teacher? _____

In what areas did applicant excel? Are there noteworthy accomplishments or qualities we should be aware of?

Please evaluate applicant's maturity of judgment and dependability.

Please explain any tendencies or traits which might reduce the effectiveness of the applicant in the position(s) listed above.

Do you recommend the applicant? Are you aware of any reason applicant should NOT be considered?

Would you place your child under the direct influence and care of this individual? If not, please explain why.

Please X the qualities that best describe the applicant in the following areas:

Describe applicant's work habits.

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Makes Trouble | <input type="checkbox"/> Meets average expectations |
| <input type="checkbox"/> Resents suggestions | <input type="checkbox"/> Does over and above |
| <input type="checkbox"/> Follows suggestions willingly | <input type="checkbox"/> Neglects common good for own interests |
| <input type="checkbox"/> Teachable | <input type="checkbox"/> Works for common cause regardless of self-benefit |
| <input type="checkbox"/> Self-starter | <input type="checkbox"/> Needs much prodding/ lazy |
| <input type="checkbox"/> Needs constant supervision | <input type="checkbox"/> Completes assignments on own accord |

Does the applicant demonstrate leadership ability?

- | | |
|-----------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Not applicable in our situations | <input type="checkbox"/> Some promise |
| <input type="checkbox"/> Makes no effort to lead | <input type="checkbox"/> Good ability |
| <input type="checkbox"/> Tries but lacks ability | <input type="checkbox"/> Unusual ability to lead |

Describe applicant's emotional temperament.

- | | |
|----------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Over-responds emotionally | <input type="checkbox"/> Usually balanced and controlled |
| <input type="checkbox"/> Tends to be moody | <input type="checkbox"/> Well balanced |
| <input type="checkbox"/> Sometimes well balanced | |

Describe applicant's personality.

- | | |
|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Shy and withdrawn | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Reserved | <input type="checkbox"/> Outgoing |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Extrovert |

In relationships, is the applicant:

- | | |
|------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Avoided | <input type="checkbox"/> Well liked |
| <input type="checkbox"/> Tolerated | <input type="checkbox"/> Sought by others |
| <input type="checkbox"/> Liked | |

How does applicant respond to authority?

- | | |
|----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Rebels openly | <input type="checkbox"/> Responds after discussion |
| <input type="checkbox"/> Rebels inwardly | <input type="checkbox"/> Cooperates without question |
| <input type="checkbox"/> Sometimes resentful | |

Please use the scale below to rate the applicant in the following areas.

1 – Superior 2 – Above Average 3 – Average 4 – Weak U – Unknown

- | | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Flexibility (ability to adjust to new conditions or duties) | <input type="checkbox"/> Quality (Accuracy/ thoroughness of workmanship) |
| <input type="checkbox"/> Attitude (disposition toward hard work) | <input type="checkbox"/> Friendliness (Ability to make friends & meet people) |
| <input type="checkbox"/> Personal Integrity (Honesty, Good Judgment) | <input type="checkbox"/> Initiative (Ability to motivate oneself and self-start) |
| <input type="checkbox"/> Dependability (Reliability and ability to complete task) | <input type="checkbox"/> Health (Ability to work under physical/ emotional stress) |
| <input type="checkbox"/> Cooperation (Ability to work as a team member) | <input type="checkbox"/> Appearance (Neatness, dress) |

Is there any information that would be best communicated over the phone? YES NO If yes, when can we call you?

Additional Comments:

Your Name _____ Signature _____ Date _____

Organization/ Business _____ Position _____ Phone _____

Please return completed form to:
Emerald Cove Day Camp
PO Box 1027, San Clemente, CA 92674