

Employment Reference



TO THE APPLICANT:

1. Complete the information listed below.
2. Select your references carefully and forward a copy to each individual. They will be asked to return the completed reference directly to our office. Thank You.

All applicants are required to submit two completed reference forms to our office. The two references are an important part of your application. Think carefully about who you ask to fill them out. Select people who are familiar with your personal background, education, employment, and/or professional skills. Your references should be completed by someone other than a family member or a peer; not a classmate, a co-worker or a friend. Consider asking people from any of the following categories:

- An instructor, teacher, advisor, or school counselor;
- Your most recent job supervisor, volunteer supervisor or other employer;
- A clergyman, mentor, coach or someone else who is familiar with your community involvement and extracurricular activities.

DATE: _____

(PLEASE FILL OUT THE LINES BELOW AND GIVE ONE FORM TO EACH OF YOUR REFERENCES.
ASK THEM TO MAIL IT BACK TO US.)

Applicant's Name ➤ _____
Last First Middle

Address ➤ _____
➤ _____
City State Zip Code

Home Phone ➤ () School/Work Phone ➤ ()
(Area Code) (Area Code)

S.S. Number ➤ _____ E-mail Address ➤ _____

Indicate the position that you are applying for ➤ _____

TO THE REFERENCE:

The person named above is applying for a position with ESF Summer Camps to work with children between the ages of 3-15 this summer. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of our camps largely depends upon the quality and commitment of our staff members, so your honest appraisal is essential. Considerable value is placed on personal references during the application review and selection process. Your input is very important and greatly appreciated.

PLEASE FEEL FREE TO CONTACT US AT 800-529-CAMP IF YOU HAVE ADDITIONAL COMMENTS.

Your Name ➤ _____
Last First Middle

Position/Title ➤ _____ E-mail Address ➤ _____

Organization/
Institution ➤ _____

Address ➤ _____
➤ _____
City State Zip Code

Home Phone ➤ () Work Phone ➤ ()
(Area Code) (Area Code)



KNOWLEDGE OF THE APPLICANT

How long have you known the applicant?

Years ► _____ Months ► _____

In what capacity have you known the applicant?

- Job Supervisor/Employer
- Clergy
- Volunteer Supervisor
- Coach
- High School Teacher
- College Instructor

Other(specify):

What are the first three words that come to mind to describe the applicant?

WORK PERFORMANCEIn your judgement, how competent is this applicant, as demonstrated by work in the community, school, on the job, or in a position of responsibility? (**Please check one**)

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Non-satisfactory performance

Consider such qualities as dependability, initiative and ability to work with minimum supervision or as a member of a team, please comment on your rating.

1. Position applicant held within your organization ► _____

2. Brief description of duties: _____

3. Would you rehire the applicant? (Please circle) ► Yes No

4. Reason for leaving: _____

5. If the applicant was discharged, asked to resign or if you would not rehire the applicant, please explain the circumstances:

RELATIONSHIPS WITH OTHER PEOPLE

How would you rate the applicant's ability to build relationships with other people. (Please check one)

- Works well with others; can lead or follow in most situations.
- Usually works well with others; can lead or follow as the occasion demands.
- Has average working relationships with others.
- Has difficulty working with others.
- Does not work well with others.

Considering such qualities as the ability to understand other people's viewpoints, solve problems and to communicate with people in general, please comment briefly on the applicant's interpersonal skills.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

Use the back side of this page to explain any of your ratings or to provide further information that you feel is relevant.

OVERALL RECOMMENDATION

- I recommend the applicant without reservation as an excellent candidate for a staff position with ESF Summer Camps.
- I recommend the applicant as a good candidate for a staff position with ESF Summer Camps.
- I have some reservations, but I believe that the applicant has a reasonable chance of success.
- I have substantial doubts about the applicant.
- I do not recommend this applicant as a candidate for a staff position with ESF Summer Camps.

Signature ➤ _____

Date ➤ _____

Thank you for your sincere appraisal of the applicant. Please mail this form to our Winter Camp Headquarters at the following address:

**ESF Summer Camps
Team Headquarters
750 E. Haverford Road
Bryn Mawr, Pennsylvania 19010
☎ (800)529-CAMP**



ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

Please use this page to explain any of your ratings or to provide further information that you feel is relevant. We are most interested in the applicant's abilities, skills, training, and/or experience as they relate to working with children. Discuss any reservations that you have regarding the applicant's ability to work with children as an ESF Staff member.