

Applicant Reference for Seasonal Employment

Please return to 119 Myrtle St., Duxbury MA 02332

Or fax back to 781-834-2701. THANK YOU!



_____ has applied for a summer staff position at a Crossroads for Kids camp in Massachusetts and has given your name as a reference. He/she will be working with children daily for an entire summer, and the position demands exceptional persons of high moral character, emotional maturity and leadership skills. You can be of considerable help to us in determining suitability for employment. Please take a few minutes to fill out this reference, then return it directly to our office. Your responses will be held in the strictest confidence, and your candor is appreciated.

Thank you!

How long have you known the applicant? _____ years _____ months

Please check **all that apply** to the capacity in which you know the applicant:

- I am currently / have previously been this person's supervisor at a place of employment
- I am currently / have previously been this person's supervisor at a job working with children
- I currently have / have had this applicant as a student in my class
- This applicant has babysat for my family / performed child care functions at my home
- I have not seen this applicant work directly with children
- I am a residential advisor/club officer/similar for this applicant
- Other _____

Performance Evaluation

Please rate the applicant compared to others of similar age.

1. Ability to direct and influence others

- Actively and effectively leads others
- Can do with effort or if asked
- No ability to influence or lead others

2. Work Habits/Organization

- Always organized, very efficient, well prepared
- Has generally good work habits/efficiency
- Has poor work habits/poor organizational skills

3. Relationship with Co-workers

- Facilitates positive relationship building
- Maintains appropriate relationships most of time
- Has inappropriate relationships

4. Relationship with Supervisors

- Goes above expectations to build positive relations
- Maintains respectful relationships most of time
- Has inappropriate relationships

5. Initiative beyond given job responsibilities

- Often self-assigns additional tasks/roles
- Will perform additional tasks/roles if asked
- Does not perform tasks/roles beyond given job

6. Ability to work in groups

- Cooperative team player
- Independent
- Obstructive of group goals

7. Response to guidance/constructive criticism

- Open; Visible attempts to apply to self
- Listens; may or may not apply to self
- Closed; no attempt to apply to self

8. Adaptability/Flexibility

- Flexible/adaptable in almost all situations
- Able to adapt with guidance/when needed
- Is rarely flexible/ shows inability to adapt

9. Attendance/Punctuality

- Always present when expected, on time
- Sometimes present when expected
- Rarely present when expected or late

10. Response to stress

- Positive coping skills
- Adequate coping skills
- Negative coping skills

▶ Please turn over to complete and sign reference

Character Evaluation

The personality and character traits listed in the first column are qualities which we value in potential staff. Please circle the description that best applies for each trait. If you have no basis of judgment for a particular trait, please leave that row blank.

Personality/Character Trait:	Please circle the best description for each trait:			
Honesty/Integrity	Trustworthy	Usually Reliable	Lacking in many circumstances	Cannot trust
Attitude	Enthusiastic	Positive	Acceptable	Negative
Leadership Skills	Take Charge	When Asked	When Directed	Follower
Maturity in comparison with age level	Exceeds expectations	As expected	Below expectations	Immature
Ability to create enthusiasm in others	Truly Inspirational	Generates Enthusiasm	Can do with effort	None
Temper Control	Outstanding	Good	Okay	Poor
Sense of Humor	Always appropriate to the situation	Good	Adequate	None/Inappropriate
Considerate of Others	Always	Often	Sometimes	Rarely
Energy Level	Motivational	High	Medium	Low
Patient	Extremely	Very	Sometimes	Impatient
Personality	Magnetic	Outgoing	Pleasant	Bland
Dependable/Responsible	Exceptional	Usually	Sometimes	Irresponsible
Emotional Balance/Stability	Extremely Stable	Usually Stable	Sometimes Stable	Unstable/Unbalanced
Judgment/Common Sense	Always Sound	Usually Sound	Needs Direction	None
Tolerance of Differences	Active Promoter of Diversity	Generally Tolerant	Sometimes Tolerant	Intolerant
Personal Appearance (Grooming/Appropriate Dress/Hygiene)	Always well groomed; Appropriately dressed	Mostly	Adequate	Inappropriate; Poorly groomed

In your best judgment, does this applicant have the patience, temperament, and ability to live in a cabin with minimal personal space and time off for nine weeks and work successfully with at-risk youths?

Any additional comments, general recommendations or information we would not receive on an application (hobbies, unique talents, special skills, or any behaviors that would be of concern when working with children)?

Thank you so much for taking the time to complete this reference. We may be contacting you to follow up. How can we best reach you?

Phone () _____ - _____ (Best times are these hours: _____ to _____ on these days: _____)

E-mail _____

Name of Reference: _____ Signature: _____ Date: _____

Occupation: _____ Address: _____