



YMCA Camp Mason: Staff Applicant

Reference Form

Candidate: _____

Date: _____

Position: _____

Completed by: Hand Phone Fax Mail Email

This candidate has applied for a summer position at YMCA Camp Mason and has indicated you as a personal reference. Completing and returning this form will be of considerable help to us. Answer those questions you think are appropriate. Mail or fax your response (ATTN: Camp Director) to:

YMCA Camp Ralph S. Mason 23 Birch Ridge Rd. Hardwick, NJ 07825 Phone: (908) 362-8217 Fax (908) 362-5767

Your name: _____ Your position: _____

Your relationship w/ applicant: _____ Length of relationship: _____

Phone: _____ Email: _____

(Select from this list based on your relationship to candidate.)

- Please give me a summary of the applicant's strengths and weaknesses. (Get examples of accomplishments to support major strengths.)
- Can you give me an example of initiative?
- How would you rank this person as a leader?
- What was his/her biggest accomplishment?
- Tell me about a time when he/she went the "extra mile."
- How strong was this person in working with others or with kids?
- Can you give me examples of his/her ability to handle pressure or criticism?
- How dependable is he/she? Can you give me some examples?
- How would you rank overall performance on a scale of 1-10? What would it take for him/her to move up one point?
- How would you rank this person's character and personal values system? How did this affect performance?
- Have you ever observed or heard anything about this candidate that would make you reluctant to recommend him/her for a job with children?
- Would you be willing to leave your children in the care of this person for a week or two?
- Who else might I talk to for a clear picture of the applicant's readiness to be a camp counselor?**

Notes & Comments

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Help me rank the applicant's ability in some areas, so that I can have a clearer picture of where they might fit in to our camp's needs.	Strong	Adequate	Weak	Can't say	Notes:
1. Connects one-on-one with kids quickly.	S	A	W	?	
2. Participates 100% in activities.	S	A	W	?	
3. Organizes activities with small and large groups.	S	A	W	?	
4. Can act as a team member and cooperate	S	A	W	?	
5. Recognizes problems and can solve them.	S	A	W	?	
6. Strong character: caring, honest, respectful, responsible.	S	A	W	?	
7. Can follow routines and procedures.	S	A	W	?	
8. Manages own stress and stress of others.	S	A	W	?	
9. Initiative	S	A	W	?	

OFFICE USE ONLY

Phone Check DATE: _____ Phone Check by STAFF: _____

COMMENTS: