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## REFERENCE FORM -- Staff Assistant

TO: \_\_\_\_\_  
(name of person providing this reference)

FROM: Tom Riddleberger, Director, Campus Kids-New Jersey, 973-845-9260, tom@campuskids.com

RE: \_\_\_\_\_  
(name of staff assistant applicant)

The above-named person has applied for the position of Staff Assistant on the staff of our summer camp located at Hackettstown, NJ.

In order for the applicant to be considered for this position, at least two references are required. Your name has been provided as a reference and we would appreciate your honest answers to the following questions.

As a Staff Assistant, this applicant would assist in a number of areas in camp, having a variety of responsibilities, including office work, helping at the camp health center, assisting in camp activity areas, doing a variety of errands and possibly being an assistant lifeguard. His/her duties would *not* include supervisory responsibility for campers. Young people who are Staff Assistants must be reliable, hard working, honest and able to take direction. They must be able to work with people of all backgrounds and interests.

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please rate the applicant according to this scale:

5 =	4 =	3 =	2 =	1 =
excellent	above average	average	below average	lacking

N.A. = not able to assess because I have not observed the applicant in this area.

- \_\_\_\_\_ Has demonstrated the ability to fulfill the responsibilities of a job.
- \_\_\_\_\_ Has a positive attitude toward his/her responsibilities.
- \_\_\_\_\_ Uses appropriate chain of command in solving problems.
- \_\_\_\_\_ Can be flexible and adjust to new and changing situations.
- \_\_\_\_\_ Evaluates self; makes an effort to improve.
- \_\_\_\_\_ Reacts calmly and sensibly during times of stress.
- \_\_\_\_\_ Works cooperatively with others.
- \_\_\_\_\_ Takes necessary safety precautions.
- \_\_\_\_\_ Expresses a sense of humor.
- \_\_\_\_\_ Accepts criticisms and suggestions.
- \_\_\_\_\_ Fulfills responsibilities without requiring excessive amounts of reassurance and praise.
- \_\_\_\_\_ Demonstrates a sense of caring for and responsibility to others.
- \_\_\_\_\_ Practices effective listening and communication skills.
- \_\_\_\_\_ Practices good personal hygiene.
- \_\_\_\_\_ Exemplifies high standards of integrity and personal character.

*continued . . .*

In relation to the position applied for, what are this applicant's greatest strengths?

weaknesses?

Please comment on any specific skills this applicant possesses for the position:

Our camp is a smoke-free, alcohol-free and, of course, drug-free community 24-hours-a-day. Does your knowledge of the applicant lead you to believe that this would cause a problem for the individual or the camp?

YES  NO  
If yes, please explain:

Would you want this person to be on the staff of your child/niece/nephew's summer camp?

YES  NO  
If no, please explain:

Is there any other information about this applicant that you feel we should know in considering her/his application?

YES  NO  
If yes, please explain:

The applicant  MAY  MAY NOT have access to the information provided in this reference.

YOUR NAME: \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THANK YOU VERY MUCH FOR YOUR ASSISTANCE!**