

Staff Reference •CONFIDENTIAL INQUIRY
Moon Beach Camp
7250 Birchwood Drive • St. Germain WI 54558
715-479-8255 • FAX 715-479-3826

_____ has applied to work on the staff at Moon Beach Camp as _____ this summer. This person has given your name as a reference who can evaluate his/her past performance as well as their potential in the above position. Please give careful consideration to questions and replies regarding this candidate. Your promptness in completing and returning this form will be appreciated.

The applicant has signed a release form on their application authorizing references, churches or employers to release information to be included with the applicant's application when considering them for employment. Specifically, *"I authorize any references, churches or employers listed in [my] application to give a representative from United Church Camps, Inc. any information (including opinions) that they may have regarding my character and fitness for work with children and youth. In consideration of the receipt and evaluation of this application by United Church Camps, Inc., I hereby release any individual, church, organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in my application."*

Thank you for your assistance,

Glenn Svetnicka, Managing Director
glenn@ucci.org

How do you know the applicant? For how long?

- Employer/Supervisor from _____ to _____
 Teacher from _____ to _____
 Coworker from _____ to _____
 Other _____ from _____ to _____

Name of organization, school, church, camp or employer where you were associated with the applicant _____

In brief, what were his/her duties during the period you were associated with him/her? _____

When answering the questions below, please remember that it is the truly exceptional person who ranks high in all categories. Please check the phrase which most accurately describes the applicant's habitual behavior.

I would rank this applicant in the top _____ % of all students/employees I have worked with over the last _____ years.

	Top 5%	Next 10%	75- 80% range	50- 75% range	40- 50% range	Lower 40%	No basis for judgement
Ability to work directly and influence others							
Ability to work and cooperate with others; views all employees as a team with a common goal							
Ability to relate and give guidance and encouragement to children and youth							
Dependable in following through on job assignments							
Reacts appropriately to suggestions or direction from others, especially supervisors and experienced staff							
Ability to effectively control emotions							
How would you rate this individual as a role model for children and youth							
Ability to effectively solve problems							
Ability to make appropriate decisions in their work based on training, observing experienced staff and previous experience							

What particular skills can this applicant bring to this position? _____

Does this applicant possess any outstanding characteristics? What are they? _____

None of us are perfect! If this applicant were to be unsuccessful in this position, what would you expect to be the most likely reason? How can support him/her to compensate for this? _____

Would you, without hesitation, send your own child to camp to live, play and be influenced by this applicant? Why or why not? _____

Part of our responsibility in screening, interviewing, hiring, training and supervising staff is assuring the safety of our campers, perhaps most specifically in regard to sexual misconduct or physical or emotional abuse. Do you have any knowledge about this person's behavior which would raise concerns for you in recommending them for employment in children's camp setting? _____

Additional Comments: (please feel free to attach an additional page or letter to this form)

Signed _____ Date _____
Name (Please print) _____ Phone _____