

EMPLOYEE REFERENCE FORM



MOUNT TREMPER OUTDOOR MINISTRIES, INC. AT CAMP WILBUR HERRLICH

Name of Applicant _____ Date _____

Applicants looking for employment in residential and day summer camps must provide their employer with at least three letters of reference which attest to the applicants suitability for employment. The person named above has given us your name as a character witness for their employment application. Please complete this form honestly and return it to the camp, at the following address as soon as possible.

**Camp Wilbur Herrlich
Mount Tremper Outdoor Ministries
101 Deacon Smith Hill Road
Patterson, NY 12563**

How long have you known the applicant?

What is your relationship to the applicant?

Do you know of any reason why this person should not hold a position of responsibility in the care and well being of children? Yes _____ No _____ If you answered yes, would you be so kind as to explain?

To the best of your knowledge, does this applicant have a substance abuse problem? Yes _____ No _____ If you answered yes, could you explain your thoughts? _____

Please evaluate the applicant in the following areas. Circle the appropriate number.

	Excellent		Average		Poor	
Acceptance of responsibility	6	5	4	3	2	1
Acceptance of supervision	6	5	4	3	2	1
Positive Attitude	6	5	4	3	2	1
Enthusiasm for a job	6	5	4	3	2	1
Moral Character	6	5	4	3	2	1
Patience	6	5	4	3	2	1
Sensitivity to other people	6	5	4	3	2	1
Sense of humor	6	5	4	3	2	1
Leadership ability	6	5	4	3	2	1

This employment reference is continued on the back of this page.

Employment Reference Continued

Does the applicant relate well to his/her peers? _____

To the best of your knowledge, does this applicant have emotional problems? Yes ___ No ___
If you marked yes, could you explain? _____

To the best of your knowledge, has this applicant ever been dismissed from a position due to his//her ability to carry out their responsibilities? Yes _____ No _____ If you marked yes, be so kind as to tell us anything you may know about that situation. _____

Would you hire this person to care for your child in a school age programs setting? _____

To the best of your knowledge, has this person ever pleaded guilty or been convicted of child abuse or any other crime? Yes _____ No _____ If yes, please explain. _____

What would you say are some of the applicants strengths? _____

What would you say are some of the applicants weaknesses? _____

We would appreciate any further comments you may be able to offer in regards to this applicant. We rely heavily on references supplied to us.

Name _____

Signature _____ Date _____

Address _____

Home phone number () _____ Work number () _____

**Thank you for taking time out of your schedule to fill in this reference.
Please return reference form to the address on the opposite side of this page.**

Official Use Only:

Reference Verified by: _____ on _____.

Comments: _____