

CAMP DIXIE

Reference Form – Counseling Staff
678-701-3052
Email: Info@campdixie.org

www.campdixie.org



To be completed by Applicant: *(Please type or print)*

Applicant's Name: _____

Applicant's Address: _____

Position Sought: _____

To be completed by reference: *(Please type or print)*

The person whose name is listed above has applied for a summer camp counselor position with Camp Dixie, LLC. The applicant has listed your name as a reference. Please furnish the information requested below, as well as any additional comments. This information will be kept confidential.

The position requires the counselor to live with 4 to 6 children for an 8-week period. Working in a setting with children is a very challenging, growing and fun experience. At times working in this setting can be very stressful. Therefore, it is important that you consider the applicant's interest and ability to work in a demanding environment with children. The job is very demanding and we are looking for staff who have exhibited the necessary maturity that will allow them to sustain at a high level for 8 weeks.

In order to help us determine if the applicant should be considered for such a position we are asking for your critical appraisal and confidential evaluation of this person. We hope that you will be frank, candid and objective so that we can be sure that we are hiring only those applicants that possess the necessary character traits which will allow them to succeed. Thank you very much for your honesty and cooperation.

How long have you known the applicant? From: _____ To: _____

In what capacity have you known the applicant?

If applicable:

Dates of Employment: _____

Reason for leaving the position with you? _____

Would you hire or rehire the applicant? Yes No

If no, why? _____

Is this the type of person who you would entrust to care for your own child?

What do you know of this individual's ability to work in a setting with children?

Do you have any concerns about the applicant working in a potentially stressful situation?

What are the applicant's strengths?

What are the applicant's weaknesses?

Bases on your knowledge of the applicant, please evaluate the applicant on the following characteristics and behaviors.

	Superior	Good	Satisfactory	Poor	Cannot Assess
Ability to interact with children					
Relationship to peers					
Ability to work as part of a team					
Cooperativeness					
Quality of work					
Work ethic					
Response to supervision					
Response to criticism					
Physical stamina/ Health					
Personal Appearance					
Emotional maturity/Stability					
Leadership					
Energy Level					
Ability to follow instructions					
Integrity					
Initiative					
Positive Attitude					
Judgment					
Consciousness of safety					

Please write any additional comments that might assist us in evaluating the applicant.

In terms of employment, you would place the applicable in the following group:

- Would make an excellent addition to your staff, encourage to hire
- Would contribute well to staff, should be considered
- Would fulfill job requirements, but would not go above and beyond expectations
- Perhaps should mature another year before considering
- I do not recommend this person for Camp Dixie,LLC

To the best of your knowledge: has the applicant ever had any criminal convictions for child abuse or sexual abuse?

Yes No

Has the applicant ever had any convictions for a felony or misdemeanor, including drugs and/or alcohol?

Yes No

We will make follow-up calls to have more personal contact with references. Please let us know your phone number and what would be a good time to contact you. Please return this form to: Camp Dixie, LLC, PO Box 744, Clayton, GA 30525 or scan and email to info@campdixie.org.

Telephone: _____ Times: _____

Signature: _____ Date: _____

Official Position: _____ Email: _____