

To be completed by applicant:

Date _____
Name of Applicant _____ Position applied for _____
Reference information:
Name of reference _____ Occupation _____
Address _____ Telephone _____
If employer - give dates of employment:
From _____ To _____

To be completed by person writing reference:

Dear Sir/Madam:

Nor'wester is a summer camp for children ranging in age from 9 to 16. The work is demanding physically and mentally. We are seeking individuals who possess leadership qualities, have a strong work ethic, work well with other people, and enjoy outdoor life. To help us hire effective staff, please be honest and forthright with your answers. Thank you for your thoughtful consideration and thorough completion of this reference form.

This reference may be shared with applicant upon his/her request. Yes _____ No _____

How long and in what capacity have you known the applicant?

Years _____ Months _____ Capacity _____
If Employer - would you re-employ? _____ If not, please explain: _____

Please check –ALL– that apply

1. How well is the applicant able to direct and influence others along definite lines of action?

- Exceptional leader: inspires others along desirable lines of action
- Very successful in leading others
- Normally successful in directing and controlling others
- Usually follows the lead of others
- Poor leader; lacks experience, incapable of directing others
- I lack sufficient knowledge of the applicant to answer this question

2. How well does individual work with associates and others for the good of the group?

- Exceptionally successful in working with others; inspires confidence
- Cooperates willingly and actively regardless of self-benefit
- Cooperates with others toward accomplishment of common cause
- Gives limited cooperation; neglects common good for own interests
- Cooperated grudgingly, makes trouble - obstructionist
- I lack sufficient knowledge of the applicant to answer this question

3. How would you rate the applicant's ability to adapt to stress (ex: working long hours, changes in assignments; adapting to group living; often being responsible 24 hours a day.)?

- Exceptionally mature, emotionally stable, highly effective under stress
- Mature and emotionally stable
- Average for his/her age group
- There is reason to believe applicant may not stand up well under stress
- Unstable and unable to perform job under stress
- I lack sufficient knowledge of the applicant to answer this question

4. How well does this person apply energy and persistence in following a job through?

- Outstanding perseverance; does more than expected
- Industrious, energetic; dependable at all times
- Completes assigned tasks of own accord
- Rather indifferent; does not finish job
- Needs much prodding to complete work
- I lack sufficient knowledge of the applicant to answer this question

5. Camp staff can be with the children up to 24 hours a day. They may be responsible for planning and carrying out each week's program with the campers. How would you rate the applicant's ability to do this?

Works extremely well with children, encourages creativity and involvement with each child. Plans WITH them rather than FOR them.

Works well with children. They enjoy being with him/her.

Enjoys children, sets a good example

Cannot work effectively with children

I lack sufficient knowledge of the applicant to answer this question

6. Please comment briefly on your impression of the applicant's character considering such qualities as dependability, initiative, type of supervision needed, and self-confidence.

I lack sufficient knowledge of the applicant to answer this question

7. Please comment briefly on your impression of the applicant's character considering such qualities as judgment, common sense, and astuteness.

I lack sufficient knowledge of the applicant to answer this question

8. Would you be willing, without reservation, to have this applicant live with and be responsible for your child for 4 weeks? If not, please explain.

9. Please describe any exceptional strengths/abilities or potential weaknesses you see in the applicant.

I lack sufficient knowledge of the applicant to answer this question

OVERALL RECOMMENDATION

I recommend the applicant without reservation as an excellent staff prospect.

On the whole, I would recommend the applicant as a good prospect.

I have reservations, but feel there is a reasonable chance of success as a staff member.

I have substantial doubts about the applicant.

I feel the applicant is unsuitable for being a staff member.

Other comments (please feel free to provide additional sheets or letters of recommendation):

Signature: _____ Date: _____

Thank you for your frank appraisal. Your prompt response is appreciated. Applications will not be given serious consideration unless references are received in a timely manner. Forms should be mailed directly to Camp Nor'wester – P.O. Box 668, Lopez, Washington 98261 or faxed 360-468-2472 or e-mailed to norwester@rockisland.com.

Paul Henriksen and Christa Campbell
Directors