



Off-Season Address: 170 West Valentine St.  
Westbrook, Maine 04092  
www.teencamp.com  
Phone: (800) 752.CAMP  
Phone: (207) 625.8581  
Fax: (207) 625.8738  
Email: mtc@teencamp.com

Hello!

The person listed on this sheet is applying for a counselor position at a summer camp for teenagers. This form was sent to you to help us assess the candidate's personality and skills, as they would relate to such a position. Your familiarity with the candidate will provide us with some of the important information necessary to help us successfully arrive at our hiring decision.

Personal and employment references are among the most important criteria upon which we base our decisions.

Our camp, located in Maine, is a co-ed teen residential camp with boys and girls ranging in age from 13-16. Counselors working in the camp environment are faced with a very demanding and often difficult job. They live, work, eat, sleep and play with the kids on a day-to-day basis, for over eight weeks. Teens at camp are active, and the counselor will be asked to participate in and instruct (or assist in instructing), the many different activities offered as part of the program. We offer skill development in all areas of land and water sports, creative and performance arts, and a superb experience in music, tennis, and waterskiing/wakeboarding.

Staff members who join our staff do so with the understanding that ours is a caring and sharing environment with the focus on creating the best possible experience for our campers. Our staff members are expected to give 100% effort towards the needs of the camp program and the campers.

We will be speaking with the applicant and assessing his/her various skills and background, however any information you offer creates a better overall view of the person. The information you provide us with is strictly confidential and will not be shared with the applicant. It is used only as a tool to assist us in our hiring process.

Please complete and return both pages of this form as soon as possible. You can fax it to: Attention Monique Rafuse-Pines, Co-Director at (207) 625-8738 or you can mail it to the above address to my attention. Thank you for your honesty and assistance.

Yours Truly,

Monique Rafuse-Pines  
Co-Director, Owner

Name of applicant: \_\_\_\_\_

Name of person writing reference: \_\_\_\_\_ Date completed: \_\_\_\_\_

Signature of person writing reference: \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

In what capacity do you know this applicant? \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

• Based on your knowledge of this applicant, how well does he/she relate to teenagers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Based on your knowledge of this applicant's social skills, how well does he/she relate to peers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• In which role would this applicant be most effective? (Rate situations 1-MOST effective to 3-LEAST effective)

\_\_\_\_ Supervising teens in daily activities

\_\_\_\_ Supervising and reviewing peers and adults

\_\_\_\_ Teaching a specific skill and/or activity (i.e. soccer, dance, biking, swimming)

• In which situation would this applicant be most effective? (Rate situations 1-MOST effective to 3-LEAST effective)

\_\_\_\_ Leading a group of 15-25 people

\_\_\_\_ One-on-one interactions

\_\_\_\_ Working alone on a project

• Given the following 12 personality characteristics, rate this applicant from 1 to 3 (1 being STRONG personality characteristic and 3 being a WEAK personality characteristic). For example, if you believe that the applicant possesses an 'average' level of maturity and self-awareness, select the number '2'. If you feel that the applicant possesses a fantastic level of self-confidence, select '1'.

\_\_\_\_ Maturity and self-awareness

\_\_\_\_ Flexibility and adaptability

\_\_\_\_ Positive attitude

\_\_\_\_ Creative problem solving

\_\_\_\_ Self-confidence

\_\_\_\_ Judgment and safety awareness

\_\_\_\_ Responsibility and reliability

\_\_\_\_ Communication skills

\_\_\_\_ Initiative and enthusiasm

\_\_\_\_ Receptiveness to feedback/criticism

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\_\_\_\_ Leadership ability

\_\_\_\_ Team player

• What would be this applicant's most significant STRENGTHS as a counselor in the camp setting? \_\_\_\_\_

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• What would be this applicant's most significant WEAKNESSES as a counselor in the camp setting? \_\_\_\_\_

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• To your knowledge, has the applicant ever exhibited abusive or sexually improper tendencies toward others? \_\_\_\_\_

• To your knowledge, has the applicant ever been convicted of a felony or a misdemeanor? \_\_\_\_\_

Please add any comments that might lend insight into this applicant's ability to work in a camp environment with children. \_\_\_\_\_

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Thank you again for your assistance and time.