



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 support position (medical professional, facility staff, kitchen professional) 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. Staff working in the camp environment are faced with a very demanding and often difficult job. They often live, work, eat, sleep and play with the kids on a day-to-day basis, for over eight weeks.

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 co-workers? _____

• Based on your knowledge of this applicant's professional qualifications and skills, would you recommend this person to work in a camp setting? Please explain. _____

• 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

____ Positive attitude

____ Self-confidence

____ Responsibility and reliability

____ Initiative and enthusiasm

____ Leadership ability

____ Flexibility and adaptability

____ Creative problem solving

____ Judgment and safety awareness

____ Communication skills

____ Receptiveness to feedback/criticism

____ Team player

• What would be this applicant's most significant STRENGTHS as a staff member in the camp setting? _____

• What would be this applicant's most significant WEAKNESSES as a staff member in the camp setting? _____

• 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. _____

Thank you again for your assistance and time.