

# YMCA Camp Hi-Rock Reference Form

Candidate: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 1: Reference Information

Reference name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to Applicant  
(Supervisor? co-worker?) : \_\_\_\_\_

Length of relationship: \_\_\_\_\_

Current position of reference: \_\_\_\_\_

Signature of Reference: \_\_\_\_\_

Please return to:



YMCA Camp Hi-Rock  
Attn: Staff Reference  
162 East Street  
Mount Washington, MA 01258

## Tips and Advice

The candidate above is applying for a position at YMCA Camp Hi-Rock, where he/she would be working with youth and adults from a diversity of backgrounds. While such a job provides innumerable rewards, it can also be physically demanding and mentally stressful. Basic job duties may include supervising youth in a camp setting, leading activities in various group sizes, and being outdoors for extended periods of time throughout the day.

Please answer the following questions in a candid and honest manner. Serious consideration will be given to your comments about the applicant, as your assessment of his/her suitability for working in this environment is essential to our hiring process. **All evaluations will be kept in strict confidence.** Only upon our receipt of this reference form can the applicant be considered for employment, so your timely response is most appreciated. Thank you for your assistance, and for your thoughtful completion of this form.

## Part 2: Qualifying the Candidate

Please give a summary of this candidate's strengths and weaknesses, with examples where possible.

Please describe an example where this candidate showed initiative, and/or discuss his/her abilities as a leader.

Please discuss this candidate's dependability and responsibility.

Please list an example of what you see as one of this candidate's greatest accomplishments, and/or describe a time when he/she went the "extra mile."

How would you rank this person's character and personal values system, especially as it would affect working with children?

## YMCA Camp Hi-Rock Reference Form (cont'd.)

Candidate:

Position:

Date:

Have you ever observed or heard anything about this candidate that would make you reluctant to recommend him/her for a job working with children? Please clarify your answer.

**Please help us rank this candidate's ability in the following areas to give us a clearer picture of where they might fit in to our camp's needs.**

**Strong**  
**Adequate**  
**Weak**  
**Can't say**

Notes:

1. Connects one-on-one with kids quickly.

**S**   **A**   **W**   **?**

2. Participates 100% in activities.

**S**   **A**   **W**   **?**

3. Organizes activities well with both small and large groups.

**S**   **A**   **W**   **?**

4. Can act as a team member and cooperate with others.

**S**   **A**   **W**   **?**

5. Recognizes problems and can solve them.

**S**   **A**   **W**   **?**

6. Strong character: caring, honest, respectful, responsible.

**S**   **A**   **W**   **?**

7. Can follow routines and procedures.

**S**   **A**   **W**   **?**

8. Manages own stress and stress of others.

**S**   **A**   **W**   **?**

9.

**S**   **A**   **W**   **?**

10.

**S**   **A**   **W**   **?**

**Summary/Comments/Conclusions**

Please use this space, and any additional sheets as necessary, to tell us anything else that you believe we should know about the applicant (strengths, areas for growth, overall opinion of applicant, etc.):

Candidate:

Reference Name:

Reference Signature:

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