



Camp Fire USA
 Inland Northwest Council
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Applicants:
 Fill in your name and the position(s) at the top.
 Have your reference people fill this out and return it directly to us. It is recommended that you tell your reference people something about the position(s) for which you are applying so they can give us good input.

Camp Fire USA is an Equal Opportunity Employer

Employment Reference Request

_____ has applied for the position(s) of _____
 at Camp Dart-Lo (Day Camp) or Camp Sweyolakan (Resident/Day Camp). Will you please give us your candid opinion of this person's qualifications? Your insight is an important part of the selection process and we very much appreciate your prompt, thorough, and honest response. THANK YOU for helping us select the best possible people to work with our organization.

Bert Whitaker
 Camp Dart-Lo Director
 Extention 16

Peggy Clark
 Camp Sweyolakan Director
 Extention 13

This reference may be shared with the applicant upon his/her request. YES NO

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

If employer, would you re-employ? _____ If not, please explain:

2. In your judgment, how competent is the applicant in accomplishing what he or she sets out to do, as demonstrated in work, at school, on the job, or in a position of responsibility?

- _____ **Outstanding:** Extremely competent
- _____ **Good:** Quite competent, follows up
- _____ **Adequate Performance**
- _____ **Below Average:** Doubtful performance, sometimes does not follow through or abandons projects
- _____ **Poor:** Incompetent; shows little initiative or follow-up

Please comment briefly on your rating, considering such qualities as dependability, initiative, motivation and interest, type of supervision needed, self-confidence, etc.

3. Camp staff work long hours, sometimes with inconveniences. They must adapt to different living conditions, camp food and traditions. Counselors are responsible for children 10 - 24 hours a day, depending on camp choice - day or resident camp. How would you rate the applicant's adaptability and flexibility?

- _____ **Outstanding:** Exceptionally mature and emotionally stable, highly effective even in periods of stress
- _____ **Good:** Mature and stable
- _____ **Average**
- _____ **Below Average:** There is reason to believe the applicant may not hold up well under stress and high expectations
- _____ **Poor:** Applicant is unstable and unable to perform a camp staff position

Please comment briefly, considering such qualities as the ability to work alone and under pressure, flexibility, and good judgment.

4. Camp staff are in a position of living and working closely with other staff and children of various races, religions, and backgrounds and facilitate inclusiveness and acceptance. How would you rate the applicant on relationships with other people?

Outstanding: Unusually effective, works well alone or in groups, can lead or follow as the occasion demands. Exceptionally respectful of others

_____ **Good:** Works very well with others, highly respectful

_____ **Average:** Usually effective, sometimes accepting, occasionally not

_____ **Below Average:** There is a reason to believe he/she will have difficulties working with children

_____ **Poor:** Cannot work effectively with others

Please comment on applicant's understanding of others' viewpoints, ability to communicate, sense of humor, etc.

5. Please comment on applicant's style of dealing with youth. What level of patience has he or she exhibited?

6. Please comment on applicant's ability to motivate and discipline children. Does he or she show a real concern for individuals?

7. Camp staff (especially counselors) work directly with children and are responsible for planning and carrying out each week's program with the campers. Based on your experience with the candidate, how would you rate the applicant's ability to plan with and guide a group of 6-10 youth?

_____ **Outstanding:** Works extremely well with children, encourages creativity and involvement with each child, plans with them rather than for them

_____ **Good:** Works very well with children, they enjoy being with him/her

_____ **Average:** Enjoys children, sets a good example

_____ **Poor:** Cannot work effectively with children

_____ **Do Not Know:** Have not seen applicant interact with children

_____ **Not Applicable:** Not applying for a job working directly with children

8. Please describe any reservations you have or potential weaknesses you see in the applicant as a camp staff member. (We do not expect staff to be asolutely perfect.)

9. Are you aware of any inappropriate relationships the applicant has had with youth?

10. OVERALL RECOMMENDATION

_____ I recommend the applicant without reservation as a excellent prospect for camp staff.

_____ On the whole, I would recommend the applicant as a good prospect for camp staff.

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

_____ I have substantial doubts about the applicant.

_____ I feel the applicant is unsuited for camp staff.

_____ I feel the applicant is unsuited for the positions listed.

11. Other Comments: (feel free to attach additional sheets)

Signature _____

Date _____

Relationship to Applicant _____

Name (Please Print) _____

Position _____

Address _____

Daytime Phone _____

Evening Phone _____

May we call you for further information? Yes No E-mail address: _____

What is the best way to reach you? _____