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REFERENCE FORM

Please pass a reference form to 3 people whom you feel know you well enough to tell us about your suitability for employment at Kennolyn.

Applicant's Name _____

I hereby authorize Kennolyn Camps Inc. to conduct an investigation of my background, current and past employment and education history. I release from all liability or responsibility Kennolyn Camps Inc., its officers and employees, and all persons who supply information in connection with such investigation.

Applicant's Signature _____

I am applying for a position at Resident Camp Day Camp.

To the referee. Working with children is demanding and requires a high level of maturity, dedication, and professionalism. The above applicant has named you as a person ready and willing to make an evaluation of his or her character and skills. Please complete the following form and return it to the applicant or directly to Kennolyn Camp as soon as possible. To the best of your ability, please give us **your opinion** of the applicant in the following areas by circling the appropriate rating. 1 is poor, 5 is excellent.

Ability to work with children	1	2	3	4	5
Honesty	1	2	3	4	5
Motivation	1	2	3	4	5
Leadership skills	1	2	3	4	5
Personal grooming	1	2	3	4	5
Maturity	1	2	3	4	5
Willingness to follow rules	1	2	3	4	5
Responsibility	1	2	3	4	5
Relationships with peer group	1	2	3	4	5

In which of the following settings have your observations of this person been made. Indicate all that apply.

- Social/Family settings
- Educational
- Work/employment
- Sporting/coaching

I consider this person to have:

- Good control of emotions
- Average control of emotions
- A quick temper, and easily irritated

If you had to leave your children with this person for up to 4 weeks would you feel:

- Very Comfortable
- Comfortable

When relating to supervisors, this person:

- Is always cooperative and deals well with supervisors.
- Often questions authority but will follow through on assignments.
- Dislikes authority and supervision

When I see this person around children I notice that he/she is:

- Very confident, easy going
- A little nervous but comfortable
- Very nervous and awkward

Slightly uneasy

Very uneasy/would not leave.

Please use 3-4 words to complete the following sentence:

I would like to work with this person because he/she is: _____

If you have observed this person in a work setting, please describe him/her as an employee. Was the applicant punctual, did he/she show initiative, how did this person present him/herself to co-workers, customers, and supervisors? _____

Is there anything about this applicant that would be a cause for concern when working directly with children? PLEASE ANSWER CAREFULLY _____

Are there areas of professional or personal growth on which this applicant should work during his/her period of employment? _____

To the referee. Thank you for your honest evaluation of the applicant. Please complete the following personal information. **Please print clearly.**

Your Name: _____

Telephone: _____

Address: _____

Company/Position: (Enclose business card if possible)

Relationship to applicant: _____

Signature: _____

**Return the completed form to:
Kennolyn Camps, 8205 Glen Haven Road, Soquel, CA 95073 or fax to: 831-479-6718**