**Golden Lake Camp**

Staff and Volunteer References Form

The individual named below has applied to be a staff/volunteer member at Golden Lake United Church Camp this summer and has given your name as a reference. Golden Lake Camp is a Christian camp for children between the ages of 6 and 18 and is operated under the United Church of Canada. Please complete this reference form and submit through mail or email it as soon as possible to:

c/o Kevin Moratz – Board Chair

545 Hazley Bay Drive

Pembroke ON, K8A6W2

 (or by email to glcamp.communications@gmail.com)

These references are confidential and very important to the staff selection process. If you would prefer to talk about any of the items, please do not hesitate to contact me at 613-585-0132.

**Thank you for your assistance.**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The following is a list of qualities that we look for when hiring our staff members.

Please indicated on a scale of 1 to 5 (1 being poor and 5 being excellent) how well you feel the characteristic applies to the applicant.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Honest |  | Hard Working |  | Sense of Humor |  | Able to relate well to children |  |
| Punctual |  | Enthusiastic |  | Cooperative |  | Able to relate well to peers |  |
| Self-managed |  | Energetic |  | Trustworthy |  | Accepts criticism well |  |
| Initiative taker |  | Conscientious |  | Creative |  | Possesses integrity |  |
| Patient |  | Responsible |  | Adaptable |  | Caring/sensitive to others |  |
| Reliable |  | Team Player |  | A leader |  | Communication skills |  |

Would you consider the applicant qualified to work with children in a summer camp setting?

Please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What special skills, knowledge or attitude would this person bring to our camp?

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Please comment on the applicant’s ability to handle stressful situations.

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Do you have any concerns regarding the applicant that we should know about?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(The applicant’s pastor must answer the following questions. If you are not the pastor, but feel you may have some input into the question, please feel free to answer.)*

Do you feel the applicant has a vital, learning relationship with Christ? (comments appreciated)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**This form is not complete without the following information and signature.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we phone you for further information? \_\_\_\_\_\_\_\_

If there is anything further that you would like to add, please use the space below.

**Thank you again for your help in this matter.**