



6903 W. White Eagle Road
 Leaf River IL 61047
 t: (toll-free) 1-866-471-4616
 t: 1-815-713-4110
 f: 1-815-738-2764
 info@campkupugani.com
 www.campkupugani.com

REFERENCE FOR EMPLOYMENT

TO BE FILLED OUT BY APPLICANT

APPLICANT'S NAME (please print):

Your signature below authorizes your reference to release any and all information to Camp Kupugani.

Applicant's signature _____ **Date** _____

To The Reference: We appreciate your frank appraisal of this candidate as a potential staff member who must work daily with and live with young people. Please comment freely and include any additional information that might help us in our evaluation. Please return this reference directly to us at your earliest convenience.

1. How long have you known the applicant? _____ In what capacity? _____

Is the applicant related to you? _____ Have you employed this applicant? _____ How long? _____

In what capacity? _____

2. Do you recommend hiring this person to work with children aged 7-15? Yes No

Qualities	Always	Usually	Sometimes	Rarely	Never	N/A
Demonstrates a positive attitude						
Shows ability to accept supervision						
Encourages others, cooperative, strong team player						
Understands safety needs & need for rules, regulations						
Paces her-/himself well, is able to meet commitments						
Communicates well, both verbally & written						
Displays appropriate role-modeling for children						
Meets deadlines and is on time to appointments						
Works hard to meet/exceed goals & expectations						
Demonstrates leadership skills						
Displays honesty, dependability & loyalty						
Manages stress & emotion in a positive way						
Adapts well to new situations						
Takes initiative						

3. Please rate the applicant on the qualities below by marking the appropriate column.
If the applicant is/was an employee:

Did this person learn the job easily and readily?	Yes	No		
Did she/he understand and abide by workplace rules and guidelines?			Yes	No
Would she/he adapt readily to a sudden change in schedule?			Yes	No
Did she/he respond effectively in challenging situations?	Yes	No		
Would this person do well in a somewhat isolated environment?			Yes	No
Would you rehire this person?	Yes	No	Why?	_____

5. In terms of employment, I would place the applicant in the following group: (choose one)

- Would make an excellent addition to your staff; encourage hiring
- Would contribute well to staff team; should be considered
- Would fulfill job requirements, but would not go above and beyond expectations
- Perhaps should mature another year before considering
- I do not recommend this person for Camp Kupugani

6. To your knowledge, has the applicant ever been investigated or convicted of a felony, child abuse or unlawful sexual offense? Yes No

7. Please provide any additional information (qualities, values, skills, etc.) you feel may be relevant to our hiring process and decision.

I would definitely like a phone call to further discuss this applicant.

Reference Name _____	Position _____
Address _____	Work Telephone _____
_____	E-mail _____
Signature _____	Date _____

Please return reference form directly (via mail, fax, or scanned e-mail attachment) to:

Camp Kupugani
Phone: 815-713-4110 Fax: 815-738-2764 Email: info@campkupugani.com
6903 W. White Eagle Rd., Leaf River, Illinois, 61047
www.campkupugani.com