

Camp Taum Sauk

Staff Reference Form

Winter: 14 Rio Vista Drive, St. Louis, MO 63124

Phone: 314 993-1655 Fax: 314 993-1655

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Please complete this form within two weeks of receipt and mail it directly to our winter office. The address is listed above. Thank you in advance for your response and kind assistance.

_____ is applying to us for a position as a _____, and has given your name as a reference. Your critical appraisal and confidential evaluation of this person will be of the greatest help in selecting our staff.

If you do not know the candidate well enough to evaluate, please check here and return this form.

Through what relationship is the applicant known to you? _____

If an employee:

Did this person learn the job readily and easily? _____ Yes _____ No

Did he/she work independently? (without regular supervision) _____ Yes _____ No

Would he/she cheerfully help with overload work? _____ Yes _____ No

Would you re-hire this person? _____ Yes _____ No

If "No", please explain:

Would you want your child or a child you know well, to live in a small group situation with the applicant as a counselor for a period of several weeks? _____ Yes _____ No

If "No", please explain:

Do you know of any personal or work habits that might limit this person's effectiveness for the applied position? If so, please state fully:

Please comment on the applicant's outstanding characteristics for this position:

Do you feel the applicant is best suited to work with children aged: ___ 8-10, ___ 11-12, or ___ 13+
(continued on reverse)

Please mark the most appropriate response:

MOTIVATION

- Needs constant prodding
- Goes through the motions with no purpose
- Relies on others to provide motivation
- Always ready and looking for guidance
- Provides inspiration for all around

DEPENDABILITY

- Can not be depended on
- Reasonably dependable under supervision
- Dependable with small tasks
- Very dependable
- Extremely dependable even under difficult circumstances

RESPONSIBILITY

- Refuses to accept
- Avoids
- Accepts
- Often seeks
- Assumes

EMOTIONAL STABILITY

- Unstable
- Very moody, somewhat depressed, lacks energy
- Mostly well balanced & in control, some mood swings
- Well-balanced & in control
- Maintains balance & control in most difficult circumstances

SOCIAL ACCEPTABILITY

- Avoided by other adults children
- Tolerated by other adults children
- Liked by adults children
- Well Liked by adults children
- Sought out by adults children

Any additional comments you wish to make:

SOCIAL ATTITUDES

- Anti-Social, avoids groups
- Introverted, keeps to his/herself
- Indifferent, mills around the edge of the crowd
- Interested, likes to be a part of the group
- Extrovert, seeks out group and personal interaction

JUDGEMENT

- Disregards safety measures
- Impulsive, acts before thinking
- Wishy-washy, easily swayed by others
- Normally good judgment, cool head in stressful situations
- Excellent judgment, cool head in stressful situations

TEAMWORK

- Can't work in a group
- Uncooperative, causes friction
- Usually cooperative
- Works well with others most of the time
- Highly effective in "team" situations

LEADERSHIP

- Is a negative leader
- Makes no effort to lead
- Tries but lacks ability
- Good leadership ability
- Outstanding leadership ability

ABILITY TO ACCEPT SUPERVISION & GUIDANCE

- Becomes defensive and does not listen
- Listens, but makes little attempt to change
- Understands and puts forth effort to improve
- Seeks out constructive criticism and advice
- Communicates effectively and consistently tries to improve performance

To the best of your knowledge, has the applicant ever been charged or convicted of child abuse or sexual abuse offenses? ____ Yes ____ No

To the best of your knowledge, has the applicant ever been charged or convicted of a felony or a misdemeanor? ____ Yes ____ No

Name (Please Print) _____ Signature _____ Date _____
School or Business _____ Address _____
City _____ State _____ Zip _____ Phone _____
E-mail _____ Best time to Contact _____