



Seasonal Employment Reference Form

(To be completed by Unit Leader)

Applicant's Name: _____

This individual is applying for employment in the summer camping program of Capitol Area Council. Camp staff can number as many as 100 individuals with as many as 600 campers per week. Staff positions are for as long as seven weeks. The success of our operations and the enjoyment of our campers are very dependent on the quality of our camp staff. It is important that competent and mature individuals who are positive role models fill all our staff positions. Your honest evaluation of this applicant will be greatly appreciated. Please complete this form and mail to the address below at your earliest convenience. Thank you for your time.

How well do you know this applicant?

Very Well Casually Rather Weak I Don't Know This Person

Circle the words that best describe the applicant's behavior

- | | | | |
|---|----------------|---------------------|-----------------|
| Attitude: | Positive | Acceptable | Negative |
| Dependability: | Always | Usually | Irresponsible |
| Speaking Ability: | Very Verbal | Satisfactory | Limited Ability |
| Leadership: | Take Charge | When Asked/Directed | Follower |
| Appearance (Grooming & Dress): | Well Groomed | Usually Neat | Messy |
| Initiative: | Self-Motivated | Average Drive | Lazy |
| Common Sense: | Sound | Occasionally | None |
| Integrity: | Trustworthy | Usually Reliable | Lacking |
| Personality: | Outgoing | Pleasant | Bland |
| Teamwork: | Team Player | Cooperative | Obstructionist |

Would you entrust the care of your children to this individual? Yes No

- Recommendation:** Highly Recommended
 Recommend Employment
 Do Not Recommend Employment

Signature: _____ Relationship to Applicant: _____ Date: _____

Please Print Name: _____ Phone Number: _____ Email: _____

Please add any additional comments you wish to share on the reverse side.
Mail to: Program Director, Capitol Area Council, 12500 N IH 35, Austin, TX 78753

