



REQUEST FOR LETTER OF REFERENCE - SUMMER 2010

To be completed by the Applicant:

Applicant's Name \_\_\_\_\_

Camp Applying to \_\_\_\_\_ Position Sought \_\_\_\_\_

The above applicant is applying to be a staff member in the Mandel Jewish Community Center of Cleveland's day camping program for the coming summer. They have selected you to be one of their references. We consider references to be an important factor in determining an applicant's suitability for involvement in our camp. Please complete the questions below and return this form as soon as possible by mail to the Day Camp office at the address listed at the end of the reference form. Please note that the applicant's application will not be considered complete without this reference letter.

It is the practice of the Mandel JCC to share reference information with an applicant where helpful, unless specifically requested otherwise in writing. If you would like to speak directly with someone about this applicant please call 216-593-6251 to speak with Ari Golub, Director of Children and Day Camping Services.

In what capacity have you known the applicant? \_\_\_\_\_ How long? \_\_\_\_\_

Please share adjectives which reveal qualities of this candidate: \_\_\_\_\_

\_\_\_\_\_

Please share any personal habits or issues which might limit this candidate's ability to work at a camp.

\_\_\_\_\_

\_\_\_\_\_

How does the applicant interact with friends, coworkers, supervisors, teachers, etc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever observed the applicant interacting with children? \_\_\_\_\_

If you are able, please describe the applicant's abilities interacting with children? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you recommend the applicant for a position at our camp? \_\_\_\_\_

With what reservations? \_\_\_\_\_

\_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

Please rate those categories below that pertain to your knowledge of this candidate.

	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>	<b>POOR</b>
Capacity to learn from experience	_____	_____	_____	_____
Patience	_____	_____	_____	_____
Judgement	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Responsibility/Loyalty	_____	_____	_____	_____
Honesty	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Appearance/Manners	_____	_____	_____	_____
Ability to accept criticism	_____	_____	_____	_____
Acceptance by peers	_____	_____	_____	_____
Ability to function in a group	_____	_____	_____	_____
Ability to accept supervision	_____	_____	_____	_____
Rapport with children	_____	_____	_____	_____
Ability to give supervision	_____	_____	_____	_____

Please list your personal opinion of the candidate's abilities and character. We appreciate your honest assessment of his/her capacity to be a mature, creative, warm, enthusiastic, caring leader and role model for children, to work as part of a team of staff members, and to function in an environment that values the quality of its personnel as being paramount toward providing the most outstanding summer camping experience.

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Is there anything else you think is important for us to know about this applicant? \_\_\_\_\_

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Please circle the number that corresponds to your overall assessment of this candidate and his/her potential to excel as a member of our staff.

POOR 1    2    3    4    5    6    7    8    9    10    EXCELLENT

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Organization/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**Thank You!**