



Camp Twin Creeks

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Hello!

The person listed on this sheet is applying for a counselor position at a summer camp for children. This form was sent to you to help us assess the candidate's personality and skills, as they would relate to such a position. Your familiarity with the candidate will provide us with some of the important information necessary to help us successfully arrive at our hiring decision.

Personal and employment references are among the most important criteria upon which we base our decisions.

Our camp is co-ed with boys and girls ranging in age from 7-16. Counselors working in the camp environment are faced with a very demanding and often difficult job. They live, work, eat, sleep and play with the kids on a day-to-day basis, over eight weeks. During the 8 weeks they will have 6 - 7 days off and one hour off per day. Kids at camp are active, and the counselor will be asked to participate in and instruct (or assist in instructing), the many different activities offered as part of the program. We offer skill development in all areas of land and water sports, backpacking and outdoor living and a superb experience in the performing and fine arts.

Staff members who join our staff do so with the understanding that ours is a caring and sharing environment with the focus on creating the best possible experience for our campers. Our staff members are expected to give 100% effort towards the needs of the camp program and the campers.

We will be speaking with the applicant and assessing his/her various skills and background, however any information you offer creates a better overall view of the person. The information you provide us with is strictly confidential and will not be shared with the applicant. It is used only as a tool to assist us in our hiring process.

Please complete and return both pages of this form as soon as possible. You can fax it to: Attention Iain McClements, Staff Coordinator at (914)-345-2120 or you can mail it to the above address to my attention. Thank you for your honesty and assistance.

Yours Truly,

Iain McClements
Staff Coordinator

Name of Applicant: _____

Name of Person Writing Reference: _____ **Date Completed:** _____

Signature of Person Writing Reference: _____

Address _____ **Home phone** _____

_____ **Work phone** _____

In what capacity do you know this applicant? _____

How long have you known him/her _____

Name of Applicant _____

Name of Person Writing Reference _____

❖ Based on your knowledge of this applicant, **how well does he/she relate to children?** _____

❖ Based on your knowledge of this applicants social skills, **how well does he/she relate to peers?** _____

❖ In which role would this applicant be most affective? (Rate situations 1-MOST affective to 3-LEAST affective)

- **Supervising children in daily activities** _____
- **Supervising and reviewing peers and adults** _____
- **Teaching a specific skill and/or activity (i.e. soccer, dance, biking, swimming)** _____

❖ In which situation would this applicant be most affective? (Rate situations 1-MOST affective to 3-LEAST affective)

- **Leading a group of 15-25 people** _____
- **One-on-one interactions** _____
- **Working alone on a project** _____

❖ Given the following **12 Personality Characteristics**, rate this applicant from 1 to 12 in order of their STRONGEST Personality Characteristic (1) to their WEAKEST Personality Characteristic (12):

- | | |
|---|--|
| Maturity and Self-Awareness _____ | Flexibility and Adaptability _____ |
| Positive Attitude _____ | Creative Problem Solving _____ |
| Self Confidence _____ | Judgment and Safety Awareness _____ |
| Responsibility and Reliability _____ | Communication Skills _____ |
| Initiative and Enthusiasm _____ | Receptiveness to Feedback/Criticism _____ |
| Leadership Ability _____ | Team Player _____ |

❖ What would be this applicant’s most significant **STRENGTHS as a counselor in the camp setting?** _____

❖ What would be this applicant’s most significant **WEAKNESSES as a counselor in the camp setting?** _____

❖ To your knowledge, has the applicant ever exhibited abusive or sexually improper tendencies toward others? Yes or No

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

Please add **any comments** that might lend insight into this **applicant’s ability to work in a camp environment with children.** _____

Thank you again for your assistance and time.