



Camp Counselor

# How To Complete The Reference Questionnaire

*Please read before completing the reverse side of this form.*

Dear Sir or Madam,

The person named on the reverse side of this form has applied for a position as a **counselor** on the Camp Counselors USA program. Your honest appraisal of this applicant will assist us in determining if the applicant is suitable to participate in the camp program in the USA.

The applicant must possess responsibility, flexibility, a sense of humor and a high level of moral integrity. Outlined below is a description of the counselor role at camp.

As a **counselor**, the participant will be required to teach, lead and be a friend to a group of children aged anywhere from five to seventeen. Their primary responsibility is to ensure the children's safety and well-being and to help make the children's camp experience fun and rewarding. Their tasks usually include planning, leading, and joining in activities. The daily routine will depend on whether the participant is a general or a specialist counselor. A specialist focuses on teaching one particular skill, while a general counselor is involved with the overall supervision of a group of children. All counselors perform a wide variety of duties with children, and each day brings something new. Counselors live in cabins with children and often spend 24 hours a day for nine weeks with them. Participants that choose to work at a camp for people with physical and mental disabilities will find themselves working with children and adults of all ages.

As the referee, you need to make an objective assessment of the character and abilities of the applicant. Any additional comments which will help us to determine the suitability of the applicant are appreciated. **Your quick response is encouraged** as we are unable to proceed with the application without your reference. If you wish to share any reservations about the suitability of this applicant in private, please contact the Camp Counselors USA office.

**This Reference Questionnaire should be completed by a teacher, coach, tutor, employer, priest, minister or rabbi. WE CANNOT ACCEPT REFERENCES FROM FAMILY MEMBERS, RELATIVES OR FRIENDS and only one reference may be submitted by a coworker.**

*Thank you!*

*Please return the Reference Questionnaire as soon as possible to the applicant in a sealed envelope.*

(Application cannot be processed without your reference).

**Email: [comments@ccusa.com](mailto:comments@ccusa.com) Telephone in the USA: 1-415-339-2728**



# Reference Questionnaire

Applicant's Name \_\_\_\_\_ ID# 

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This is a Legal document and should be completed by the referee after reading the reverse side of this form. Because of the important responsibilities in a program involving children, your honest appraisal of the applicant is of the utmost importance. The information you provide is appreciated and will remain confidential. **We cannot accept references from family members, relatives or friends and only one reference may be submitted by a coworker. You must have known this person longer than 6 months to be able to complete this form.**

## PERFORMANCE EVALUATION

Please check the items for which you have sufficient knowledge about the applicant:

	Excellent	Very Good	Good	Fair	Poor	Not Applicable/ Unable to Answer
1. Integrity	<input type="checkbox"/>					
2. Work habits/organization	<input type="checkbox"/>					
3. Adaptability/flexibility	<input type="checkbox"/>					
4. Attitude	<input type="checkbox"/>					
5. Relationship with co-workers	<input type="checkbox"/>					
6. Leadership abilities	<input type="checkbox"/>					
7. Ability to work in groups	<input type="checkbox"/>					
8. Responsibility	<input type="checkbox"/>					
9. Ability to relate to children	<input type="checkbox"/>					
10. Children's response to applicant	<input type="checkbox"/>					
11. Maturity	<input type="checkbox"/>					
12. Perseverance	<input type="checkbox"/>					

## OBJECTIVE RATING

Under each heading, check the phrase which most accurately describes the applicant:

**1. Ability to direct and influence others:**

- Exceptional leadership qualities
- Usually successful in leading others
- Unreliable leadership qualities

**3. Ability to relate to and give guidance to children:**

- Children naturally get along very well with applicant
- Children adequately participate
- Children often ignore instruction

**5. Ability to control emotions:**

- Well balanced, good control
- Average ability to control emotions
- Frequently irritated, impatient, or depressed

7. What is your relationship to this person?  Teacher  Coach/coaches my child  Priest/Minister/Rabbi  Supervisor  
 Coworker  Tutor/tutors my child  My child's babysitter  Employer

8. How long have you known this applicant? \_\_\_\_\_

9. Would you be willing and completely comfortable leaving your children under the applicant's supervision? Please explain: \_\_\_\_\_

**2. Ability to work and cooperate with others:**

- Gets along exceptionally in groups—a team player
- Will cooperate in most circumstances
- Gives limited cooperation—better suited to solitary work

**4. Ability to follow through with job assignments:**

- Completes tasks promptly, often does more than expected
- Completes assigned tasks at own pace
- Needs constant supervision to complete work

**6. How would you rate the applicant as a role model for children:**

- Excellent  Good  Poor
- Very Good  Fair

10. Does the applicant show signs of any behavior which you feel would cause a concern when working directly with children? \_\_\_\_\_

11. Please comment on the applicant's suitability for this program (Use separate piece of paper if necessary): \_\_\_\_\_

You may be contacted by CCUSA or a camp for verification of your reference for this participant.

Name of Referee \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home Phone ( ) ( ) \_\_\_\_\_ Mobile Phone ( ) ( ) \_\_\_\_\_ Work Phone ( ) ( ) \_\_\_\_\_  
COUNTRY CODE / CITY CODE

Company \_\_\_\_\_ Position/Title \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Please return this form to applicant in a sealed envelope at your earliest convenience. Thank you for your evaluation!

