

Camp Michi-MAC

Confidential Reference Form for Volunteer Staff

Your name has been given as a reference by:

Applicant's name _____

The person for whom you are filling out this form will be working with asthmatic children at camp this summer. It is important for us to know about this individual. We appreciate your consideration and personal insights into the character of this person. Please leave blank any questions you feel unqualified to answer.

1. How long have you known the applicant? _____ In what capacity?

Please circle the appropriate number. 1=poor 4=excellent

A. Attendance/punctuality	1	2	3	4
B. Personal appearance	1	2	3	4
C. Attitude	1	2	3	4
D. Work habits/organization	1	2	3	4
E. Productivity	1	2	3	4
F. Ability to function independently	1	2	3	4
G. Relationship with co-workers	1	2	3	4
H. Ability to learn new skills	1	2	3	4
I. Honesty/dependability	1	2	3	4
J. Accepts responsibility/ Accountability	1	2	3	4

Under each general heading, check the phrase which most accurately describes the applicant's usual behavior with regard to that specific trait. Add your comments if they may help make your answer more clear.

1. Ability to direct and influence others:

- Poor leader, incapable of directing others
- Normally successful and effective in leading others
- Exceptional leader, inspires others, sought out in crises

2. Ability to work with others for the good of the group:

- Gives limited cooperation, neglects common good for own self-interest
- Cooperates willingly and actively regardless of self benefit
- Exceptionally successful in working with others

3. Relates to children:

- Poorly
- Reasonably well
- Exceptionally well

4. Personal character

- Fair
- Good
- Unusually high

5. Ability to apply attention, energy and persistence in follow-thru with job/assignment:

- Needs much prodding to complete work
- Completes assigned tasks of own accord
- Unusual perseverance, does more than expected

6. Ability to control emotions

- Easily irritated
- Usually holds together, copes
- Exceptional control

7. Work accuracy

- Makes frequent errors, requires much supervision
- Works well independently, rarely makes errors, needs minimal supervision
- Exceptional, highly accurate, needs no supervision

8. Would you be willing to have your children under the applicant's supervision for a period of a week or more? Please explain: _____

9. How would you rate the applicant as a role model for children?

10. Do you have any concerns or questions about the applicant's ability to function as a medical caregiver for children? _____

11. To the best of your knowledge, has the applicant ever physically, verbally, or sexually abused any child, teen or adult? _____

12. General recommendations/comments: _____

Signature: _____ Title: _____

Phone#: _____ Address: _____

Please return this form to Winnia Ingram 33051 Green Wing Lane Brownstown , MI 48173