

Gate Hill Day Camp Reference Form

For the Applicant to fill out prior to giving to reference

Name of Applicant: _____

Applicant's Home Phone # _____ **Cell/Work #** _____

I authorize you as my reference to release any and all information you may have concerning my past job performance or my suitability for the position for which I am applying. I hereby release you and Gate Hill Day Camp from any and all liability which could result from the providing of the information requested or from its use in the employee selection process.

Applicants Signature _____ **Date** _____

Reference Name: _____

Position: _____ Company: _____

Address _____

Work Phone # _____

What is your connection to the applicant? _____

How long have you known the applicant? _____

If you prefer talking by telephone about this person concerning his/her performance record, please call our office at 845-947-3223.

Check the appropriate blank following each question and write in, or attach, an explanation as needed.

	Yes	No	N/A
A. Does the applicant accept extra duties willingly?	A. _____	_____	_____
B. With your present knowledge, would you employ or re-employ this person?	B. _____	_____	_____
C. To your knowledge, has this person ever failed to have a contract renewed, resigned to avoid being terminated, or been fired from employment?	C. _____	_____	_____
D. Is there any reason you would not want to see this person working with children?	D. _____	_____	_____

From your knowledge, how well does the applicant relate to children? _____

Please give your opinion of the applicant's skills in activities, or work situations, at which you believe he/she is best. _____

To your knowledge, has the applicant ever exhibited abuse or sexually improper tendencies towards others? If so, please specify. _____

Would you want this person to be your child's counselor? Why or Why not? _____

Please rate the applicant on the following merits:

	Superior	Above Average	Average	Below Average	Unsatisfactory
1. Judgment & Problem Solving					
2. Communication					
3. Work Ethic					
4. Team Player					
5. Flexible & Adaptable					
6. Developing Relationships					
7. Fosters Enjoyment & Fun					
8. Performs specific responsibilities					
9. Maintains safety					
10. Decision making ability					

Please circle your overall rating of this applicant

{1 2} {3 4} {5 6} {7 8} {9 10}
 Unsatisfactory Below Average Average Above Average Superior

Additional Comments _____

Reference's Signature _____ Date _____

Office Use Only

Verifier _____ Date _____

App/NA _____ Notes _____

Gate Hill Day Camp
PO Box 592
Stony Point, NY 10980
(845) 947-3223 / (845) 942-0958 fax
www.GateHillDayCamp.com

Dear Sir or Madam:

The individual listed on the next page is applying for a position at Gate Hill Day Camp as a counselor or specialist. This form was sent to you in the hopes that you would assist us in assessing the individual's personality and other skills, as they would relate to such a position.

A Gate Hill counselor is faced with a very demanding, often-difficult job. The camp day runs from 8:30am-4:15pm and is filled with ten activity periods. Counselors are expected to care for each child in their group and participate in, or lead, activities. They are responsible for the physical and emotional well being of every child. Our staff members are expected to give 100% of their effort toward the needs of the campers and the camp program,

Gate Hill is a private day camp with children ranging in ages 3 to 15. Our camper population comes from Rockland, Westchester, Manhattan, Bergen and Orange counties. We are committed to a high quality program in a safe, secure, and caring camp environment.

Our staff members are treated with the utmost respect and are given a sense of their significance in the overall success of camp. We are oriented toward their growth and satisfaction. They can be expected to learn a great deal from being a counselor at Gate Hill.

Please complete and return the form as soon as possible. Thank you again for your assistance.

Sincerely,

Jennifer, Bob and Josh Male
Owner/Directors

“Where Memories are Made One Smile at a Time”