

Springfield College's Camp Massasoit Staff Reference Form

Name of Applicant: _____

Position applying for: _____

Dear _____,
(Name of Reference)

The above named individual has applied for a position at Springfield College's Camp Massasoit. It is important that the members of our staff have the patience and understanding to work well with children and the ability to work as part of a team. We would appreciate your honest opinion concerning the personal and professional qualifications of the applicant. We wish to thank you for your assistance in furnishing us with the information requested below and assure you that any information given to us will be held in the strictest confidence. We truly appreciate your prompt reply to our inquiry. Please return this form to the address on the bottom of the next page.

How long have you known the applicant? _____

In what capacity? _____

Please rate the applicant in the following areas:

	excellent	good	fair	poor	N/A	Comments
Communication skills						
Leadership skills						
Willingness to learn						
Ability to work with children						
Considers alternatives and consequences before acting						
Displays a positive attitude/ enthusiastic						
Sense of humor						
Adaptability						
Ability to accept responsibility						
Ability to work as part of a team						
Has good judgment						
Ability to be fair						
Caring and warm						
Overall rating (check one)					N/A	

What are the applicant's most outstanding qualities/skills?

In what way would you like to see the applicant develop personally? Professionally?

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Would you have any reservations about this applicant working with children?

The applicant understands that the information provided on this form is confidential and will be viewed only by designated representatives of Springfield College's Camp Massasoit. The applicant understands that they will not have access to this information once the camp receives it.

Signature

Date

Title/Organization

Phone Number

Please return all references to:

Angela Veatch
Camp Massasoit
Springfield College
263 Alden Street
Springfield, MA 01109
(413) 750-5011 (main)
(413) 750-5012 (fax)
campmassasoit@springfieldcollege.edu