



37A Queen's Gate,
London SW7 5HR, UK.
Tel: +44 (0)20 7581 7373
Fax: +44 (0)20 7581 7377

Open character reference

Dear Sir/Madam

The person named below is applying for a position on the Camp America programme in the United States. This reference serves to support the suitability of the applicant for our Counsellor and Campower programmes, all of which require high levels of responsibility, commitment and flexibility.

The ideal applicant should have a great sense of humour, enthusiasm, motivation and a caring nature. We also look for those who are well organised and have good team work experience. The specific roles each programme entails are as follows:

Counsellor

Living and working with children between the ages of 6-16, often 24 hours a day for nine weeks. The position involves teaching/assisting with sporting, creative and outdoor activities. It is a role that requires excellent leadership skills and the ability to interact well with both co-workers and children.

Campower

Working as camp support staff, this role can range from kitchen, laundry and general maintenance work, to cabin cleaning and janitorial duties. As the days are long and often repetitive it is a role that requires stamina and a positive attitude as well as an ability to 'get on with the job' as part of a team.

The person providing this reference must have known the applicant for a minimum of six months in a professional capacity, and have a sound knowledge of the applicant's character. They should also be able to make an objective assessment. This will be an open reference which the applicant will see. If you have any reservations you wish to share with Camp America in confidence, please contact the office indicated below:

Camp America, 37A Queen's Gate, London, SW7 5HR, UK. Email: enquiries@campamerica.co.uk

AIFS, Przedstawicielstwo w Polsce (Camp America), ul. Wierzbowa 9/11 (pietro 3, lok. 315), 00-094 Warszawa, Poland.

Email: info@campamerica.pl

AIFS, 10-14, Oxford Square, Darlinghurst, NSW 2010 Sydney, Australia. Email: info@campamerica.com.au

Your honest assessment is appreciated and will serve as a useful guide for a suitable placement to be made. As we are unable to proceed with the application without this reference your quick response would be welcomed. You may be contacted for a verbal reference once a placement is found. Thank you for your time and attention.

Reference must be in English or translated into English. The translation must be verified by your interviewer.

References are **NOT** accepted from **friends, family members, colleagues** or anyone else whose relationship with the applicant has not been professionally related. The referee must have had significant contact with the Camp America candidate for at least six months in a teaching/professional/mentoring/managerial capacity.

TO BE COMPLETED BY APPLICANT

Name of Applicant Date of birth / /
d m y

Email address of Applicant

Address of Applicant

..... Tel. No.

Name of Interviewer..... Date of Interview / /
d m y

TO BE COMPLETED BY THE REFEREE

What is your relationship with the applicant?

How long have you known the applicant?

What contact have you had with the applicant in the last 12 months?

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In relation to the following areas please assess the applicant's suitability for camp/resort. Please use the explanation line to clarify your assessment, particularly when marking C or D. If you do not have sufficient knowledge of a particular area please note this on the explanation line.

	A = Completely suitable for Camp/Resort				B = Well suited	C = Satisfactory	D = Unsuited
	A	B	C	D	Explanation		
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Motivation/Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Energy/Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
General Health & Fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ability to interact with:							
Authority figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ability to cope with:							
Alcohol ban/restriction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Smoking ban/restriction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
New situations/stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Please explain further any C or D assessment

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Given your assessments above, please discuss the applicant's suitability as a role model for children

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Why would you recommend/not recommend the applicant for the Camp/Resort America programme?

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Please detail your contact address, phone number and include the best times to phone you.

.....

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Will you please supply your email address

.....

Referee signature

Referee's name printed

Date / /
d m y

Please use your official stamp here or attach your signed business card or letterhead