

APPLICANT: _____

POSITION APPLIED FOR: _____

I authorize you to issue to Hiram House information regarding my services and character and unconditionally release you and your organization from all liability, which might result from furnishing same.

SIGNATURE OF APPLICANT

DATE

The person named above has applied to work at Hiram House Camp. As one who is personally familiar with the character, abilities, and working habits of the applicant we ask your assistance in completing this reference form and returning it to The Hiram House as soon as possible.

This position involves work with children of different racial, economic, and religious backgrounds in a camp setting. We are committed to promoting family values, building character, and opening new horizons to the youth of our community. We require staff members with great maturity, high personal standards, a strong work ethic, excellent social skills, and a genuine interest in children. Our staff members must be exemplary role models for the campers they will work with.

We would greatly appreciate any information you may be able to give us with respect to the applicant's abilities to fill such a position. The items indicated on the other side of this letter may assist you in answering our inquiry. Feel free to enclose any additional information or comments you deem relevant. We will, of course, keep your information confidential.

Thank you very much for your assistance!

REFERENCE'S NAME

RELATIONSHIP TO APPLICANT

SIGNATURE

DATE

**PLEASE MAIL TO:
Program Director
The Hiram House
33775 Hiram Trail
Chagrin Falls, Ohio
44022**

**OR FAX:
(216) 831-2477**



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POSITION APPLIED FOR: _____

Please mark the box which best describes the applicant's ability in each area.

	Superior	Very Good	Average	Fair	Poor	Not Known
Initiative and Enthusiasm						
Responsibility						
Leadership Skills						
Communication Skills						
Honesty						
Punctuality						
Creativity						
General Attitude						
Work Ethic						
Response to Supervision						
Team/Group Play						
Energy and Persistence						
Care and Compassion						
Cultural Sensitivity						
Emotional Maturity/Stability						
Role Model for Children						

In what capacity do you know the applicant? _____

How long have you known the applicant? _____

What are the applicant's strengths and/or weaknesses? _____

Please comment on the applicant's ability to handle difficult or stressful situations, problem solve, make mature decisions and adjust to new or changing situations. _____

Would you be willing to have your children under this individual's care in a camp setting? _____

To what extent does the individual use drugs/alcohol? _____

To your knowledge, does the applicant have any history toward child or sexual abuse? _____

Thank you for your help!

PLEASE SIGN THE OTHER SIDE AND RETURN TO HIRAM HOUSE CAMP!