



## 4-H CAMP BRISTOL HILLS STAFF REFERENCE

Cornell Cooperative Extension of Ontario County is currently recruiting candidates to fill staff vacancies at 4-H Camp Bristol Hills. You have been selected to provide a reference for \_\_\_\_\_ who is applying for a \_\_\_\_\_ position at the camp. At 4-H Camp Bristol Hills, we pride ourselves in selecting qualified and dedicated individuals to work with children ages 5 to 15. Your assistance in this process is greatly appreciated.

1. How long have you known the applicant?
2. In what capacity have you known the applicant?  
Employer \_\_\_\_\_ Professional Peer \_\_\_\_\_ Other (please explain) \_\_\_\_\_
3. If you were a former employer, would you consider rehiring the applicant?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, please state reason why.)
4. Please rate the applicant in the following areas using a rating scale of:  
**1: POOR 2: FAIR 3: GOOD 4: VERY GOOD 5: EXCELLENT**

A. Ability to work with children ages:	5-7	1	2	3	4	5
	8-10	1	2	3	4	5
	11-12	1	2	3	4	5
	13-15	1	2	3	4	5
B. Ability to take a leadership role:		1	2	3	4	5
C. Shows initiative and creativity:		1	2	3	4	5
D. Is responsible and reliable:		1	2	3	4	5
E. Shows enthusiasm:		1	2	3	4	5
F. Possesses a sense of humor:		1	2	3	4	5
G. Ability to take constructive criticism:		1	2	3	4	5
H. Uses mature judgment in decision making:		1	2	3	4	5
I. Is self-confident:		1	2	3	4	5
J. Exhibits sensitivity and patience in dealing with children:		1	2	3	4	5
K. Ability to handle emergency situations:		1	2	3	4	5
L. Is reliable, prompt and conscientious:		1	2	3	4	5
M. Is honest and dependable:		1	2	3	4	5
N. Appearance:		1	2	3	4	5
O. Ability to be an appropriate role model:		1	2	3	4	5
P. Human relations skills:		1	2	3	4	5
Q. Communications skills:		1	2	3	4	5
R. Problem solving skills:		1	2	3	4	5
S. Ability to live in an outdoor environment:		1	2	3	4	5
T. General health:		1	2	3	4	5

5. What skills or special abilities do you feel this individual has that qualifies the applicant for a camp staff position?

6. Would you trust this individual to care for your own children?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

If "no", please explain.

7. Please check and explain your endorsement of this applicant:

- Can not recommend for a camp position.
- Recommend with some reservation.
- Recommend for a camp position.
- Highly recommend individual for a camp position

Briefly explain your choice:

8. Any additional comments regarding this applicant?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Date: \_\_\_\_\_

**IMMEDIATE RESPONSE IS CRITICAL TO THE SETTING UP OF AN INTERVIEW WITH THIS INDIVIDUAL. PLEASE RETURN WITHIN ONE WEEK DIRECTLY TO:**

**4-H Camp Bristol Hills  
480 N. Main Street  
Canandaigua, NY 14424  
Phone: 585.394.3977 ext. 435  
FAX: 585.394.0377  
Email: emm64@cornell.edu**