



4-H Camp Wabasso

Cornell Cooperative Extension of Jefferson County

Reference Form



Part I: To be completed by applicant

Reference for: _____

Position Applying for: _____

Part II: To be completed by reference

Instructions: **Please type or print clearly**

Cornell Cooperative Extension of Jefferson County Is currently recruiting candidates to fill staff vacancies at 4-H Camp Wabasso. You have been selected to provide a reference for the above stated applicant who is applying for the above stated position at camp. At 4-H Camp Wabasso, we pride ourselves in selecting qualified and dedicated individuals to work with children ages 8-16. 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 _____ Personal Friend _____ Family Friend _____ Other (explain) _____
3. If you were a former employer, would you consider rehiring the applicant? Yes ___ No ___
4. Please rate the applicant in the following areas using the rating scale of:

		Poor	Fair	Good	Very Good	Excellent
A.	Ability to work with children ages: 8-10					
	Ability to work with children ages 11-12					
	Ability to work with children ages 13-16					
B.	Ability to take a leadership role					
C.	Shows initiative and creativity					
D.	Is responsible and reliable					
E.	Shows enthusiasm					
F.	Possesses a sense of humor					
G.	Ability to take constructive criticism					
H.	Uses mature judgment in decision making					
I.	Is self-confident					
J.	Exhibits sensitivity and patience in dealing with children					
K.	Ability to handle emergency situations					
L.	Is reliable, prompt and conscientious					
M.	Is honest and dependable					
N.	Appearance					
O.	Ability to be an appropriate role model					
P.	Human relations skills					
Q.	Communication skills					
R.	Problem solving skills					
S.	Ability to live in an outdoor environment					
T.	General health					

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:

_____ Cannot 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 to:

4-H Camp Wabasso
203 N. Hamilton St., Watertown, NY 13601
Fax: 315-788-8461, Phone: 315-788-8450
Email: sag58@cornell.edu