

YMCA CAMP PEPIN

REFERENCE FORM

To the Applicant:

Please direct this Reference Form to three different people (e.g., former or current employers, supervisors, teachers, ministers, coaches, etc.) who would be able to provide information about you that is relevant to the job for which you are applying. Have each of your references complete and submit this form as soon as possible to YMCA Camp Pepin. You will want to ask your references in advance if they would be willing to comment on your behalf, and (if they are submitting this form through postal mail) provide each of them with a stamped envelope addressed to: Camp Director / YMCA Camp Pepin / W10915 East Lake Dr. / Stockholm, WI 54769. Your employment will be contingent on positive reference checks and criminal record checks.

To the Reference:

The person you are referencing is applying for a position at YMCA Camp Pepin (a part of the Red Wing Family YMCA of Minnesota), where he/she would be working with youth and adults from a diversity of backgrounds. While such a job provides innumerable rewards, it can also be physically demanding and mentally stressful. Basic job duties may include supervising youth in a residential situation, teaching classes, leading group activities for over 100 people, being outdoors for extended periods of time throughout the day, and interacting with adults on many levels (guests, peers, supervisors, etc.).

Please answer the following questions in a candid and honest manner. Serious consideration will be given to your comments about the applicant, as your assessment of his/her suitability for working in this environment is essential to our hiring process. **All evaluations will be kept in strict confidence, and will not be shown to the applicant.** Only upon our receipt of this reference form can the applicant be considered for employment: therefore, your timely response is most appreciated. Thank you for your assistance, and for your thoughtful completion of this form.

BACKGROUND INFORMATION

Date _____ Position Applicant is Applying for _____

Applicant's Name _____

Reference's Name/Title _____

Reference's Phone _____ Reference's Relationship to the Applicant _____

QUESTIONS

How well do you believe the applicant would fit into the position for which he/she is applying?

This job is often physically demanding. In your observation of the applicant, would this be something that he/she is accustomed to?

This job also often demands flexibility in stressful or last-minute situations. How well do you feel the applicant would deal with this?

Sometimes, it is necessary for our staff to use their own time and take the initiative to prepare or study for activities they will be leading or teaching. How would you rate the applicant's motivation towards doing this?

What kind of rapport did the applicant have with youth/customers, co-workers, peers, and supervisors?

In your relationship with the applicant, did you ever observe anything that made you uncomfortable?

Would you hire the applicant? Why or why not?

Is there anything else that you believe we should know about the applicant, or anything else that you would like to say about the applicant (strengths, areas for growth, overall opinion of applicant, etc.)?

Thank you for your time and assistance.
Please submit this form to:

Camp Director
YMCA Camp Pepin
W10915 East Lake Dr.
Stockholm, WI 54769

Phone: 715-442-3811
FAX: 715-442-9061
Email: camp@redwingymca.org
Web: www.camppepin.org