



**3047 Colony Drive  
San Antonio, Texas 78230**

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\_\_\_\_\_ has given your name as a reference in applying for a position as Counselor at Kickapoo Kamp for Girls. We are seeking people with training and experience in working with youth. It is important that our counselors enjoy and understand children, work well with other adults, have a real love of outdoor living, and are flexible enough to adjust to changing situations. It is also important that staff members be able to live and work in a close young-adult community for an extended period. The task of selecting the right staff for such an important position as summer camp counselor is difficult, and we would appreciate your analyzing as carefully as possible the above applicant. Your statement on this applicant will be kept confidential.

As further action depends on your response, your prompt attention to this matter will be appreciated. Thank you for your time and consideration.

Sincerely,  
Laura Hodges  
Camp Director

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1. How long and in what capacity have you known the applicant? \_\_\_\_\_

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2. In your opinion, is the applicant mature enough to:	YES	NO
a. Be responsible for children in a camp setting?	_____	_____
b. Get along with co-workers under close living conditions?	_____	_____
c. Assume responsibility for carrying out delegated duties?	_____	_____
d. Accept on-going guidance and supervision?	_____	_____
e. Be flexible enough to accept changing conditions and assignments?	_____	_____
f. Maintain energy and enthusiasm over an extended period?	_____	_____
g. Make responsible decisions in emergency situations?	_____	_____

Comments: \_\_\_\_\_

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3. Does the applicant have the ability to guide youth in a program of simple democratic living? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Do you know of any religious, cultural, or racial prejudice the applicant might have which would limit the applicant's ability to work with all children and staff?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

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5. Please comment on the applicant's personal appearance: \_\_\_\_\_

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6. In your opinion, do you think that the applicant is physically able to enjoy a summer of active living? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. To your knowledge, does the applicant have any physical conditions which would limit her ability to carry out an active and strenuous job? \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Please check the statements which best describe this applicant (as many as apply):

- |  |  |
|--|--|
| _____ almost always seems happy                      | _____ is often moody and depressed                             |
| _____ gets along well with all types of people       | _____ seems to enjoy dissention                                |
| _____ accepts suggestions and corrections graciously | _____ feels supervisors are unduly critical                    |
| _____ seems to have self-confidence                  | _____ seems to lack self-confidence                            |
| _____ is adaptable to new or changing situations     | _____ finds change difficult                                   |
| _____ talks to supervisor about job problems         | _____ discusses job problems with everyone                     |
| _____ is tolerant of others' ideas and desires       | _____ tends to be dictatorial                                  |
| _____ takes initiative                               | _____ needs supervision and direction                          |
| _____ has a genuine interest in people               | _____ seems to be self-centered                                |
| _____ follows through on responsibilities            | _____ does not make a good first impression,<br>but wears well |

9. Is applicant's character such that her influence on youth and other staff would be desirable? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

10. How would you rate the applicant as a potential camp staff member?

- \_\_\_\_\_ below average    \_\_\_\_\_ average    \_\_\_\_\_ above average    \_\_\_\_\_ exceptionally strong

11. Please make any additional comments which you think might be helpful to us in determining whether this applicant has the qualifications to work with youth.

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

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