



10310 Quail Meadow 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):

- |   |   |
|---|---|
| <input type="checkbox"/> almost always seems happy                      | <input type="checkbox"/> is often moody and depressed                             |
| <input type="checkbox"/> gets along well with all types of people       | <input type="checkbox"/> seems to enjoy dissention                                |
| <input type="checkbox"/> accepts suggestions and corrections graciously | <input type="checkbox"/> feels supervisors are unduly critical                    |
| <input type="checkbox"/> seems to have self-confidence                  | <input type="checkbox"/> seems to lack self-confidence                            |
| <input type="checkbox"/> is adaptable to new or changing situations     | <input type="checkbox"/> finds change difficult                                   |
| <input type="checkbox"/> talks to supervisor about job problems         | <input type="checkbox"/> discusses job problems with everyone                     |
| <input type="checkbox"/> is tolerant of others' ideas and desires       | <input type="checkbox"/> tends to be dictatorial                                  |
| <input type="checkbox"/> takes initiative                               | <input type="checkbox"/> needs supervision and direction                          |
| <input type="checkbox"/> has a genuine interest in people               | <input type="checkbox"/> seems to be self-centered                                |
| <input type="checkbox"/> follows through on responsibilities            | <input type="checkbox"/> 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: \_\_\_\_\_