

Dubois Center - 2651 Quarry Road, Du Bois, IL 62831  
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Website [www.duboiscenter.org](http://www.duboiscenter.org)

Dubois Center Summer Camp Program  
Summer Staff Employment - *Reference Form*

**DEAR REFERENCE:** The individual named above is applying to serve as a *Summer Camp Staff* member, working with children and youth, and has listed you as a Reference. A Reference should be knowledgeable about the applicant's character and qualifications. If you feel you do not meet this criterion and/or you are a close personal friend or member of the immediate family of the applicant, do not complete this form. If you are able to serve as a Reference, **please complete both pages of this form and return it to the address listed above.** Thank you for your assistance. Your prompt response is greatly appreciated.

Reference Name: \_\_\_\_\_ Candidate: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Nature of relationship with candidate: (circle one) Family Personal Community/Group Teacher/Student

How long have you known this person?

Would you hire this candidate? Why or Why not?

**Rate** the Candidate's characteristics on a scale of 1-5 with option 5 strongly agreeing & 1 do not agree.

- Is respectful to others and their beliefs \_\_\_\_\_
- Has the ability to remain flexible & can adapt to unexpected situations or needs \_\_\_\_\_
- Is able to take direction well and apply it \_\_\_\_\_
- Has good listening and communication skills \_\_\_\_\_
- Has the ability to work well in a group or independently \_\_\_\_\_
- Exhibits positive leadership \_\_\_\_\_
- Is able to accept supervision, constructive criticism & direction \_\_\_\_\_
- Relates to children and youth well \_\_\_\_\_
- Demonstrates responsibility and dependability \_\_\_\_\_
- Is punctual and reliable \_\_\_\_\_
- Has the ability to work well with a diverse group of individuals \_\_\_\_\_
- Demonstrates age appropriate interaction \_\_\_\_\_
- Is safety conscious \_\_\_\_\_
- Consistently meets or exceeds goals and expectations \_\_\_\_\_
- Ability to successfully do the job they are seeking at Du Bois Center \_\_\_\_\_

Please elaborate on any areas that you rated the candidate less than a 3 from above.

What are the candidate's strengths? Weaknesses?

How does the candidate handle work-related stress? Can you give an example of a setback or stressful challenge they faced and how they dealt with it?

What advice can you give the Program Director to successfully manage the job candidate?

Would you be willing to have a child of yours under the candidate's influence and leadership? Why or why not?

Please comment on the candidate's training, experience and skills working with children and youth.

Would you like to add anything else? Are there things DuBois Center should know that was not asked in this form?

*Please check one:*

I highly recommend this candidate       I recommend this candidate with reservations  
 I recommend this candidate       I do not recommend this candidate at this time

Signature of Reference: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_