

_____ has applied for a position as a _____ with Sports & Arts Center at Island Lake, a children's summer camp, and has given your name as a reference. The applicant will be responsible for teaching and caring for children ranging in age from seven to fifteen. We would appreciate your prompt response in helping us decide whether or not to hire this applicant.

Sincerely,
Trip Owen
 Associate Director

Please evaluate the applicant's effectiveness in relation to the following:

	Excellent	Good	Average	Fair	Poor	N/A
Knowledge of specialty area						
Leadership qualities						
Enthusiasm						
Energy						
Reliability						
Assertiveness						
Creativity						
Ability to relate to children						
Ability to take and follow directions						
Open to suggestions and criticism						
Punctuality						
Ability to handle problems and conflicts in a positive manner						
Teaching technique						
Ability to work without supervision						

Comments:

What is your relationship to the applicant? _____

Signed _____ Date _____

Position _____ Organization _____

THANK YOU FOR YOUR TIME AND COOPERATION