

Professional References

1. **List three professional references** (current/previous employer, teacher, professor, faculty member, supervisor of volunteer work). These should be the *same as the people to whom you give the reference forms*.
2. *Do NOT list family members as references* (includes relation by blood, marriage, adoption or shared household).
3. Return this sheet via email, fax, or snail mail to the Camp Fire office.
4. The attached reference forms *must be returned to Camp Fire USA Minnesota Council by the person completing the reference forms* (in person, fax or mail).

Name _____ Title _____
Address _____ Tel. No. (____) _____
Street/Box # City State Zip
Email address: _____

Name _____ Title _____
Address _____ Tel. No. (____) _____
Street/Box # City State Zip
Email address: _____

Name _____ Title _____
Address _____ Tel. No. (____) _____
Street/Box # City State Zip
Email address: _____



CAMP FIRE USA Minnesota Council SUMMER EMPLOYMENT APPLICANT REFERENCE FORM

3100 West Lake St, Suite 100
Minneapolis, MN 55416
(612) 285-6255 or fax (612) 285-6225

_____ has applied for a position with Camp Fire USA Minnesota Council. It is very important for us to know as much as possible about him/her. Please complete this reference form based on the experience you have had with the above named individual. Please return this form directly to us. Thank you for your help.

Rate: F = Fair, G = Good, V = Very Good, O = Outstanding, NK = Not known.

	F	G	V	O	NK
Will be a positive role model for youth.					
Shows warmth, caring and acceptance for children.					
Gives firm, but fair discipline to children.					
Can be with children for long periods of time without high frustration or loss of patience.					
Gets along well/enjoys children/peers/adults.					
Adapts well to new situations/ circumstance/cultural differences					
Motivates people of all ages to be involved/to do their best.					
Is a good instructor/teacher					
Is creative and flexible-can "make do" with whatever comes up.					
Is reliable-there when suppose to be, carries out what is asked.					
Has a personal commitment to a job and employer, not just a way to make money.					
Paces his/her work to maintain a high energy level over long periods of time.					
Plans and organizes assignments with a minimum of instruction/direction.					
Completes project/assignments on time.					
Does more and/or is willing to do more than is asked or expected.					
Copes well with emergencies.					
Organizes his/her thoughts before speaking.					
Is clear and concise, especially giving instructions.					

Yes No We ask references to attest to the applicant's ability to work successfully with children. Can applicant do that?

If "No", please explain:

Yes No Does the applicant show any serious health, alcohol or drug problems?

Describe qualities and skills you believe will enable the applicant to work successfully with children:

If a child in whom you are interested wanted to go to camp, how would you feel about the applicant taking care of him/her?

Very enthusiastic Somewhat enthusiastic Worried Wouldn't want him/her to care for child.

Yes No To your knowledge, has this person ever abused or neglected a child, or committed a crime?

If "Yes", please explain.

How long have you known the applicant? _____

Under what circumstances? _____

Yes No Do you know any reason why the applicant would not be suitable for a position on our staff? If "Yes", please explain:

Any other comments about applicant?

Reference Information

Name _____ Phone No. (____) _____

Address _____
Street/Box City State Zip

Email address _____

Date _____ Signature _____ Title/Position _____

OFFICE USE ONLY

Received:

- Faxed
- Mailed
- Delivered by:

Telephone reference verification for faxed references

_____ (Reference) completed and faxed this application to the Camp Fire office.

Verified by: _____ Date: _____