



Camp Counselor & Support Staff
**How To Complete
The Reference Questionnaire**

Please read before completing the reverse side of this form.

Dear Sir or Madam,

The person named on the reverse side of this form has applied for a position as either a **counselor** or **support staff** member on the Camp Counselors USA program. Your honest appraisal of this applicant will assist us in determining if the applicant is suitable to participate in the camp program in the USA.

The applicant must possess responsibility, flexibility, a sense of humor and a high level of moral integrity. Outlined below is a description of the two roles available at camp:

Counselor: As a counselor, the participant will be required to teach, lead and be a friend to a group of children aged anywhere from five to seventeen. Their primary responsibility is to ensure the children's safety and well-being and to help make the children's camp experience fun and rewarding. Their tasks usually include planning, leading, and joining in activities. The daily routine will depend on whether the participant is a general or a specialist counselor. A specialist focuses on teaching one particular skill, while a general counselor is involved with the overall supervision of a group of children. All counselors perform a wide variety of duties with children, and each day brings something new. Counselors live in cabins with children and often spend 24 hours a day for nine weeks with them. Participants that choose to work at a camp for people with physical and mental disabilities will find themselves working with children and Adults of all ages.

Support Staff: As a support staff member, participants will work in the kitchen or laundry, in the office, or doing general maintenance work. The work can be quite demanding, though the hours are usually not as long as those of the counselors. To apply for such work, U.S. laws mandate that the participant must currently be enrolled in full-time study at a university. Previous skills and experience are not required; however, many jobs such as office work, cooking, plumbing, carpentry and electrical work do require experience. Staff will most likely live in cabins with other support staff members. Support staff must be dedicated and conscientious because the days are long and the job might be tedious.

As the referee, you need to make an objective assessment of the character and abilities of the applicant. Any additional comments which will help us to determine the suitability of the applicant are appreciated. **Your quick response is encouraged** as we are unable to proceed with the application without your reference. If you wish to share any reservations about the suitability of this applicant in private, please contact the Camp Counselors USA office.

This Reference Questionnaire should be completed by a teacher, coach, tutor, employer, priest, minister or rabbi. WE CANNOT ACCEPT REFERENCES FROM FAMILY MEMBERS, RELATIVES OR FRIENDS.

Thank you!

Please return the Reference Questionnaire as soon as possible to the applicant in a sealed envelope.
(Application cannot be processed without your reference).

Email: comments@ccusa.com Telephone in the USA: 1-415-339-2728



Camp Counselor & Support Staff
Reference Questionnaire

Applicant's Name _____ ID#

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This is a Legal document and should be completed by the referee after reading the reverse side of this form. Because of the important responsibilities in a program involving children, your honest appraisal of the applicant is of the utmost importance. The information you provide is appreciated and will remain confidential. **We cannot accept references from family members, relatives or friends. You must have known this person longer than 6 months to be able to complete this form.**

PERFORMANCE EVALUATION

Please check the items for which you have sufficient knowledge about the applicant:

	Excellent	Very Good	Good	Fair	Poor	Not Applicable/ Unable to Answer
1. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work habits/organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adaptability/flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Relationship with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Leadership abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to work in groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to relate to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Children's response to applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OBJECTIVE RATING

Under each heading, check the phrase which most accurately describes the applicant:

- | | |
|---|---|
| <p>1. Ability to direct and influence others:</p> <input type="checkbox"/> Exceptional leadership qualities
<input type="checkbox"/> Usually successful in leading others
<input type="checkbox"/> Unreliable leadership qualities <p>3. Ability to relate to and give guidance to children:</p> <input type="checkbox"/> Children naturally get along very well with applicant
<input type="checkbox"/> Children adequately participate
<input type="checkbox"/> Children often ignore instruction <p>5. Ability to control emotions:</p> <input type="checkbox"/> Well balanced, good control
<input type="checkbox"/> Average ability to control emotions
<input type="checkbox"/> Frequently irritated, impatient, or depressed <p>7. What is your relationship to this person? <input type="checkbox"/> Teacher <input type="checkbox"/> Coach/coaches my child <input type="checkbox"/> Priest/Minister/Rabbi <input type="checkbox"/> Supervisor
 <input type="checkbox"/> Employer <input type="checkbox"/> Tutor/tutors my child <input type="checkbox"/> My child's babysitter</p> | <p>2. Ability to work and cooperate with others:</p> <input type="checkbox"/> Gets along exceptionally in groups—a team player
<input type="checkbox"/> Will cooperate in most circumstances
<input type="checkbox"/> Gives limited cooperation—better suited to solitary work <p>4. Ability to follow through with job assignments:</p> <input type="checkbox"/> Completes tasks promptly, often does more than expected
<input type="checkbox"/> Completes assigned tasks at own pace
<input type="checkbox"/> Needs constant supervision to complete work <p>6. How would you rate the applicant as a role model for children:</p> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor
<input type="checkbox"/> Very Good <input type="checkbox"/> Fair |
|---|---|

8. How long have you known this applicant? _____

9. Would you be willing and completely comfortable leaving your children under the applicant's supervision? Please explain: _____

10. Does the applicant show signs of any behavior which you feel would cause a concern when working directly with children? _____

11. Please comment on the applicant's suitability for this program (Use separate piece of paper if necessary): _____

You may be contacted by CCUSA or a camp for verification of your reference for this participant.

Name of Referee _____ Signature _____ Date _____

Address _____

Home Phone () () _____ Mobile Phone () () _____ Work Phone () () _____
COUNTRY CODE / CITY CODE COUNTRY CODE / CITY CODE COUNTRY CODE / CITY CODE

Company _____ Position/Title _____

Email _____ Fax _____

Please return this form to applicant in a sealed envelope at your earliest convenience. Thank you for your evaluation!

CCUSA OFFICE USA ONLY

CCUSA staff member _____ has called to confirm the details above are correct ____ / ____ / ____

NAME OF STAFF MEMBER

