



(June-August)

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4-H CAMP
SHANKITUNK



Cornell Cooperative Extension
Delaware County
Resource Center
34570 State Hwy 10, Suite 2
Hamden, NY 13782-1120
t. 607-865-6531
f. 607-865-6532
e. delaware@cornell.edu
ccedelaware.org

REFERENCE FORM

Instructions: Please type or print clearly. This form can also be completed online at
https://cornell.ca1.qualtrics.com/jfe/form/SV_3lccD0FUdKH4VV3

Cornell Cooperative Extension of Delaware County is currently recruiting to fill positions at 4-H Camp Shankitunk. You have been selected to provide a reference for _____ who is applying for the position of _____ at camp. At 4-H Camp Shankitunk, we pride ourselves in selecting qualified and dedicated individuals to work with children ages 6 to 16. Your assistance in this process is greatly appreciated. Thank you for your time and insight.

1. How long have you known the applicant? _____
2. In what capacity have you known the applicant?
Employer _____ Personal Friend _____ Family Friend _____
Teacher _____ Coach _____ Other (explain) _____
3. If you were a former employer, would you consider rehiring the applicant?
Yes _____
No _____ (If no, please explain why.)

4. Please rate the applicant in the following areas:

		POOR	FAIR	AVERAGE	GOOD	EXCELLENT
A.	Ability to work with children ages: 6 & 7	1	2	3	4	5
	Ability to work with children ages: 8 – 10	1	2	3	4	5
	Ability to work with children ages: 11 - 12	1	2	3	4	5
	Ability to work with children ages: 13 - 16	1	2	3	4	5
B.	Ability to take leadership role	1	2	3	4	5
C.	Shows initiative and creativity	1	2	3	4	5
D.	Is responsible and reliable	1	2	3	4	5
E.	Shows enthusiasm	1	2	3	4	5
F.	Possesses a sense of humor	1	2	3	4	5
G.	Ability to take constructive criticism	1	2	3	4	5
H.	Uses mature judgement in decision making	1	2	3	4	5
I.	Is self-confident	1	2	3	4	5
J.	Exhibits sensitivity and patience in dealing with children	1	2	3	4	5
K.	Ability to handle emergency situations	1	2	3	4	5
L.	Is reliable, prompt and conscientious	1	2	3	4	5
M.	Is honest and dependable	1	2	3	4	5
N.	Appearance	1	2	3	4	5
O.	Ability to be an appropriate role model	1	2	3	4	5
P.	Human relations	1	2	3	4	5
Q.	Communication skills	1	2	3	4	5
R.	Problem solving skills	1	2	3	4	5
S.	Ability to live in an outdoor environment	1	2	3	4	5
T.	General Health	1	2	3	4	5

Building Strong and Vibrant New York Communities

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5. What skills or special abilities do you feel this individual has that qualifies the applicant for a camp staff position?

6. Would you trust this individual to care for your own children?
 Yes No Not Applicable

If "no," please explain.

7. Please check and explain your endorsement of this applicant:
 Cannot recommend for a camp position.
 Recommend with some reservation.
 Recommend for a camp position.
 Highly recommend individual for a camp position.

Briefly explain your choice:

8. Any additional comments regarding this applicant?

Name: _____

Position: _____

Address: _____

Telephone Number: (W) _____ (H) _____

Date: _____

YOUR PROMPT RESPONSE IS APPRECIATED AND IS CRITICAL TO SETTING UP AN INTERVIEW WITH THIS INDIVIDUAL. PLEASE RETURN WITHIN ONE WEEK DIRECTLY TO:

CORNELL COOPERATIVE EXTENSION OF DELAWARE COUNTY
Attn: Corrine Tompkins
34570 State Hwy 10
Suite 2
HAMDEN, NY 13782
PHONE: 607-865-6531
FAX: 607-865-6532

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