



CAMP HELEN BRACHMAN
Reference Questionnaire

_____ is applying for a position as _____.
(Applicant)

This applicant has given your name as a reference and permission to obtain information on their work performance.

Signature of Applicant

Because of the important responsibilities in a program involving children and youth, your considered appraisal of the applicant is important and greatly appreciated. The information you give will remain entirely confidential. Please return this form immediately because it will have a direct bearing upon the selection of the applicant.

Name of reference (please print)

Date

Company name

Your position/title

Relationship to applicant

Years/months known applicant

Performance Evaluation

Under each general heading, check the phrase which most accurately describes the applicant's **usual** behavior with regard to that specific trait. Make comments below if they may clarify answers.

TRAIT	EXCELLENT	ABOVE AVERAGE	AVERAGE	POOR
Attendance				
Punctuality				
Personal appearance				
Attitude				
Work habits				
Organizational skills				
Productivity				
Work independently				
Relationship with co-workers				
Attitude toward supervisors				
Ability to learn new skills				
Honesty/trustworthiness				
Dependability				

Comments:

1. Ability to direct and influence others along desirable lines of action:
 - Poor leader, incapable of directing others.
 - Normally successful in leading others.
 - Exceptional leader, inspires others along desirable lines of action.

2. Ability to work with associates and others for the good of the group:
 - Exceptionally successful in working with others.
 - Cooperates willingly and actively regardless of self-benefit.
 - Gives limited cooperation, neglects common good for own interest.

3. Ability to apply attention, energy, and persistence in following through with a job or assignment:
 - Needs much prodding to complete work.
 - Completes assigned tasks on own accord.
 - Unusual perseverance, does more than is expected.

4. Ability to control emotions:
 - Exceptional balance between responsiveness and control.
 - Well balanced, in control.
 - Tends to be unresponsive.
 - Easily irritated, depressed, or elated.

5. Impressions of suitability for service: Would you be willing to have your children or children you know under the applicant's supervision for a period of two weeks? Please explain:

6. In your opinion, how would you rate the applicant as a role model for children?

7. Do you have any concerns or questions about the applicant's behavior or attitude toward children?

8. To the best of your knowledge, has the applicant ever physically, verbally, or sexually abused any child, teen or adult?

General recommendation or comments:

Signature _____ Date _____
 Street _____ City _____ State _____
 Zip _____ Phone number () _____

Please return to: Camp Helen Brachman
 c/o Jill Morgan
 9341 Asbury Drive
 Almond, WI 54909 Or Fax 715.366.2236