

Summer 2010

## CAMP HO MITA KODA PROFESSIONAL REFERENCE FORM



TO THE PERSONAL REFERENCE of \_\_\_\_\_:  
(Applicant's Name)

The applicant is applying for a summer staff or volunteer position at Camp Ho Mita Koda, a residential camp in Newbury, Ohio for children ages 6-15 who have Type 1 diabetes. Please go to [www.camphomitakoda.com](http://www.camphomitakoda.com) for more information.

The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. Camp Ho Mita Koda is looking for applicants with a sincere desire to work with children, and who demonstrate maturity, enthusiasm, creativity, and resourcefulness. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

When complete, please seal this reference form in an envelope and sign across the back flap. **Please return it to the applicant to submit with his or her completed application packet.**

If you have any questions, please contact the Camp Manager at 216-591-0800.

**APPLICANT NAME:** \_\_\_\_\_  
first last

**1. KNOWLEDGE OF THE APPLICANT**

How long have you known the applicant? Years: \_\_\_\_\_ Months: \_\_\_\_\_

In what capacity have you known the applicant?

- Job Supervisor/Employer
- Clergy
- Other (specify): \_\_\_\_\_
- College Instructor
- Coach
- High School Teacher
- Volunteer Supervisor

Please describe the situation in which you know the applicant.

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**2. WORK PERFORMANCE**

Please comment on such qualities as the applicant’s level of dependability, initiative, ability to accept supervision and guidance, and work a member of a team.

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In your judgment, how competent is this applicant, as demonstrated by work on the job, in school, or in a position of responsibility? Please check one.

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Non-satisfactory performance
- No basis for evaluation

**3. RELATIONSHIPS WITH OTHER PEOPLE**

Camp Ho Mita Koda is looking for staff that can be objective, open to viewpoints that may be different than their own, and the willing to communicate with people from differing backgrounds. Staff must be able to work in a team and get along with co-workers under close living/working conditions. Please comment briefly on the applicant’s relationships with others.

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations.
- Has an average working relationship with others.
- Has difficulty working with others.
- Does not work well with others.
- No basis for evaluation.

Comments:

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**4. EMOTIONAL MATURITY**

Camp Ho Mita Koda staff will work directly with children. They must be honest, respectful, caring, supportive and demonstrate the ability to serve as a positive role model. With these considerations in mind, how would you rate the applicant? Please check one.

- Exceptionally strong
- Above average
- Average
- Below average
- No basis for evaluation

Please comment briefly on the applicant’s maturity and potential for working effectively with children.

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**5. OVERALL RECOMMENDATION**

What is your overall recommendation of this applicant?

- I recommend the applicant without reservation as an excellent candidate for a position at Camp Ho Mita Koda..
- I recommend the applicant as a good candidate for a position at Camp Ho Mita Koda.
- I have some reservations, but I believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for a position at Camp Ho Mita Koda.
- I prefer not to make a recommendation of this applicant.

Reason for this overall rating: \_\_\_\_\_

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**6. ADDITIONAL COMMENTS AND SUPPORTING INFORMATION**

If you wish, use additional pages to explain any of your ratings or to comment on anything about this applicant that you feel is relevant to the applicant’s application—for example, the applicant’s desire to work with children, maturity, work ethic, flexibility, and dependability. Please explain any reservations that you may have regarding this applicant’s application to Camp Ho Mita Koda.

**7. CONFIDENTIALITY STATEMENT**

- I authorize Camp Ho Mita Koda to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I do not authorize Camp Ho Mita Koda to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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