



YMCA Camp Al-Gon-Quian Employment Confidential Reference Form

Please return to the Ann Arbor YMCA by January 31, 2010

_____ is being considered for a position at YMCA Camp Al-Gon-Quian. We take seriously our responsibility towards young people in our programs and seek highly qualified staff to be leaders and companions of our campers. Your thoughtful and confidential comments will be deeply appreciated. Please respond as soon as possible as we cannot complete the process without your reply. Thank you.

Please check the option that best describes the applicant in each category.

OBSERVANCE OF RULES

- Trouble with authority
- Follows rules most of the time
- Personally follows rules
- Enforces rules

SOCIAL PRESENCE

- Avoided by others
- Tolerated by others
- Liked by others
- Sought out by others

MATURITY

- Not at all
- Can be at times
- Average
- Extremely

COMMUNICATION SKILLS

- Inarticulate, unable to express self, does not listen
- Communicates only with peers, listens selectively
- Expresses ideas and feelings and communicates well
- Very articulate and expressive, active listener

ABILITIES WITH CHILDREN

- Rarely interacts, more interested in peers than children
- Enjoys children, balances peer relations
- Focus is on children, perceptive of group dynamics
- Amazing, appropriately deep relationships with kids

CORE VALUES

- Does not personally use or teach core values
- Sometimes uses core values in personal life
- Models core values in daily life
- Exemplifies core values, teaches them in daily life

RESILIENCE

- Crumbles when faces setbacks
- Negative attitude about setbacks
- Learns from mistakes
- Adaptable, turns negative into positive

WILLINGNESS TO SERVE

- Reluctant to extend self
- Usually is willing to help
- Eager to reach out
- Devoted to service to others

WORK DILIGENCE

- Creates more work for other people
- Does only assigned work
- Resourceful and effective
- Demonstrates unusual initiative and follow through

TEAMWORK

- Frequently causes friction
- Prefers to work alone
- Usually works well with others
- A most effective team member

SENSITIVITY

- Slow to sense how others feel
- Reasonably responsive
- Understanding and thoughtful
- Unusually perceptive and considerate

EMOTIONAL STABILITY

- Very immature, moody
- Usually well-balanced
- Solid and controlled
- Exceptionally stable and secure

CONFIDENCE/SELF-ESTEEM

- Very low
- Too much confidence, cocky
- Average
- High self-esteem, helps others with their confidence

LEADERSHIP

- Follower almost always
- Follower most of the time
- Leader most of the time
- Leader almost always

Comment on any of the previous categories:

Knowledge of the prospective staff member:

1. How long and under what circumstances have you known the applicant?

2. Are there any circumstances in the applicant's background which may affect the applicant's suitability for this position?

_____ Yes _____ No

Comments:

3. Would you want this person on your staff?

_____ Yes _____ No

Comments:

4. As a parent, would you place your child in this person's care?

_____ Yes _____ No

Comments:

5. Tell us how you think this person will function on a camp staff, working with and around children ages 8-16, or in a support position that helps the camp meet its goals of safety and fun.

Please include any additional remarks that you consider important to us:

Recommendation

- I recommend the applicant without reservation
 I have reservations about the applicant
 I have reservations about the applicant's ability to be an effective employee at Camp Al-Gon-Quian

Permission release (Applicant to complete)

I have applied for a position with Ann Arbor YMCA Camp Al-Gon-Quian. Therefore I am requesting that you provide your honest appraisal of my capabilities as related to the position listed on the front.

I hereby release Ann Arbor YMCA Camp Al-Gon-Quian and you from any and all liability as of the information you provide.

Name of Applicant (please print)

Signature of Applicant

Date

Form Completed by:

Name: _____ Position: _____

Contact Phone _____ Date _____

Would you be available for follow-up questions if necessary? (please circle) YES/NO

Please **return** by **January 31, 2010** to ensure your candidate receives full consideration. Feel free to mail, fax, drop off or email the form to us. A PDF version is available at www.annarborymca.org

Return completed for to:

**Sarah Kurtz
Camp Al-Gon-Quian
400 W. Washington
Ann Arbor, MI 48103**

Email: camping@annarborymca.org **Fax:** (734)661-8060 **Phone:** (734)661-8051

Thank you for your assistance.

Sincerely,

Sarah Kurtz
Director, Camp Al-Gon-Quian
Ann Arbor YMCA