

Dear International Friend,

Greetings from **CAMP-of-the-WOODS!** I hope that your studies are going well. I want to thank you for your interest in the summer ministry at **CAMP-of-the-WOODS.**

CAMP-of-the-WOODS is a large, non-denominational Christian family resort located in the Adirondack Mountains of upstate New York (about 4 hours northwest of New York City). We hire 250 students for the summer to help serve our guests. There are around 750 guests each week who come to **CAMP-of-the-WOODS** to hear great Bible teaching and to have a family vacation.

Of our 280 staff last summer, about 46 of them were international students. We hope to increase this number for this coming summer and hire as many as 50 international staff members. **CAMP-of-the-WOODS** is a great place to serve the Lord meaningfully while growing in your relationship with God. If you are on our staff, you will be challenged and will have many wonderful experiences. For more information about **CAMP-of-the-WOODS**, please check out all the links on our website.

Attached is our application. Please complete the application if you are interested in spending this summer with us. I have also enclosed descriptions of the positions we have available for our international students. Most of our positions are support positions that help us to run this ministry. **Every job is important to this ministry, and no matter which job you apply for, you will have many opportunities to help out in other areas of our camp.** Generally, the positions that we have available for our international staff include:

Christian Education/Buffer or Busser
Hill Pots
Tee Pee Porter
Assistant Hill Cook
Commissary
Purdy Pantry Assistant
Purdy Wait Staff
Camp Housekeeping Attendant
Camp Housekeeper
Purdy Housekeeper
Maintenance Crew
Recreation Program Activity Leader

Please read the attached "Job Description" page for a description of each of these jobs.

Please refer to the instruction sheet for more information about how to complete the application process. **I encourage you to apply as soon as possible if you are interested, as the entire process takes several months to complete, and I do not want you to miss any important deadlines that would prevent your coming to the USA.** I appreciate your interest in our unique ministry, and perhaps we will be serving the Lord together at **CAMP-of-the-WOODS** in Summer 2009. If you have any questions, please email me at **danw@camp-of-the-woods.org**.

God bless,

Dan Worrall
Personnel Director

Application Instructions for International Applicants

If you would like to apply to work at CAMP-of-the-WOODS, then you must meet the following conditions:

1. You must be a Christian who is in agreement with our Doctrinal Statement (See last page of application).
2. You must have a desire to serve God and to grow in your relationship with Him.
3. You must be a student and at least age 19 by June 20, 2009.
4. You must be able to speak conversational English fairly well.
5. **You must be able to come to the United States by June 19th and to stay until September 7st 2009.**
6. You must complete the **CAMP-of-the-WOODS** application and mail it to us by **January 30th, 2009** (or sooner)! Please note that you do **not** need to pay the \$5 USD application fee.

Two references are required for all first-time applicants. If you have been on our Summer Staff before, you do not need to complete them. **Here is how to complete the references:**

1. Put your name, address, and position(s) you are applying for on the top of each Reference Form.
2. Give the appropriate form to the appropriate person. Please note in the upper right hand corner the person to whom the reference form should be given.
3. Provide a stamped envelope with each form, addressed to yourself. **The evaluators will mail in the reference form directly to you, and you should include the unopened envelope in your application when you give it to us.**

If accepted for staff, you will get \$2,400.00 USD to cover your airfare, agency fees, insurance, and salary. Out of this, approximately \$450-\$550 will cover the fees for InterExchange, ICCP or CC USA, as well as the required health insurance. **You will be responsible to arrange and pay for your plane ticket to New York City (or Albany), as well as your travel from New York City to Albany or Amsterdam, New York (if needed).**

You should apply directly to CAMP-of-the-WOODS, not another agency first. **If you are accepted for our Summer Staff, then we will mail you an application for the agency that will help you to obtain the proper visa so you can work in the USA.** “InterExchange,” “ICCP” and “Camp Counselors USA” are the only agencies we are using at the present time, and **you should not complete their application until you have been accepted by CAMP-of-the-WOODS.**

Thank you again for your interest in the ministry of **CAMP-of-the-WOODS.** We are excited to receive your application and get to know you better!! Email danw@camp-of-the-woods.org if you have any questions.

Helpful Information for Our International Staff

The following paragraphs contain some helpful information to help make it a great summer for you at **CAMP-of-the-WOODS**. Because different cultures have different customs, we want to make sure you understand what to expect at **CAMP-of-the-WOODS**.

ENGLISH: Make sure to work on improving your English. One helpful way to do this is to speak in English all summer long, even when you are talking with someone who is from your own country. Also, carry a small pad of paper with you so that when you hear new words or new slang you can write it down. You will be amazed at how well your English speaking ability will improve.

CHAPEL: **CAMP-of-the-WOODS** is a non-denominational ministry, and our chapel services are probably much different than what you are used to. We are not a Catholic camp, and thus we do not offer mass on the grounds. Our worship services may seem informal and contemporary to you.

INTERNATIONAL NIGHT: We will have a special “International Night” that will be hosted by all of our international students. We want you to share with the American staff about your unique culture. I tell you this in advance in case there are certain items (clothes, props, recipes, books, etc.) that you want to bring with you from home. It will be a lot of fun!

HYGEINE: Different cultures have different expectations when it comes to the area of bathing and hygiene. **CAMP-of-the-WOODS** asks all staff to bathe regularly – at least 5 times a week. Also, please wear deodorant and/or perfume.

DRESS/CLOTHING: We ask all of our staff to dress **modestly and conservatively**. Again, every culture has different standards of what is considered appropriate. Shorts should be longer than your fingertips when your arms are resting at your sides. Skirts and dresses should not be short (they should end close to the knee). Also, please do not wear tight clothing or revealing clothing. **Staff are expected to wear appropriate undergarments**. Two-piece bathing suits are **NOT** allowed, but modest one-piece bathing suits are fine. Shorts-style swimming trunks for men are fine. Thank you for your cooperation.

ALCOHOL/SMOKING: American culture views alcohol/smoking differently than most other cultures. Because of this, we ask our staff not to drink alcoholic beverages or smoke while they are on staff.

PUNCTUALITY: We expect all staff to be on time to work and to meetings. Make sure you wear a watch and always be punctual. **We take this very seriously.**

E-MAIL: We have a computer center where you are able to use the internet. We provide you with a total of 6 hours free for the entire summer (you can purchase more time if you desire). This is a privilege only for International students.

LOCATION: **CAMP-of-the-WOODS** is located in a very beautiful and remote section of upstate New York. **There is no public transportation that comes near CAMP-of-the-WOODS**. The closest bus station is a one-hour drive from Camp. Therefore, it is not easy to leave the grounds. Many American staff will have vehicles, and you will become friends with them and they will take you places on your time off. Also, we plan official trips for our staff on occasion and Camp provides transportation for those trips. We will *try* to arrange for you to visit New York City (5 hours away) during the summer.

PASSPORTS: You can give your passport and other important documents (plane tickets, etc.) to the Personnel Office and we will hold on to them for you.

CAMP-of-the-WOODS

-AND- Tapawingo

2009

International Summer Staff APPLICATION

AND MAIL TO:

CAMP-of-the-WOODS

Personnel Director

P.O. BOX 250

SPECULATOR, NY 12164-0250

Application Deadline is January 30th

OFFICE USE ONLY

Fee _____ Per _____ Date ____/____/____

1. _____ 2. _____ 3. _____ A
Pos

1. _____ 2. _____
Ref

Com _____ Interview _____

____/____/____ _____/____/____
Start Term

_____ \$
Status Assigned Hon

____/____/____ _____/____/____ _____/____/____
Sent Confirm Cancel

If first-time applicant
PLEASE
ATTACH
RECENT
PHOTO

* Photo is NOT used for selection purposes. If hired, this will help the Leadership Team to learn your name before you arrive.

PERSONAL INFORMATION (Make sure you spell your name as it appears on your Passport)

NAME _____ SOCIAL SECURITY # _____
FIRST LAST NAME

CURRENT PHONE (____) _____ HOME PHONE (____) _____ BIRTHDATE
____/____/____

MONTH/DAY/YEAR

HOME ADDRESS _____ CITY _____ COUNTRY _____
ZIP _____

CURRENT ADDRESS _____ CITY _____ COUNTRY _____
ZIP _____

E-MAIL: Home _____ School _____

Will current address change before summer? Y N If so, when? _____ Where? _____

Sex M F Single Married Years _____ Divorced Children? Y N Ages _____

Shirt Size (necessary if hired) Men's size S M L XL XXL Driver's License
_____ State _____

U.S.Citizen? Y N If no, alien regist. # _____ Home Country _____

Name of Parent/Guardian _____

Person to be notified in an emergency _____ Relationship _____

Address _____ Phone (____) _____

Have you ever been convicted of a felony or misdemeanor? Y N (Conviction will not necessarily exclude you from employment)

If Yes, please explain _____

CHURCH MEMBERSHIP

I am a MEMBER REGULAR ATTENDANT at _____ Church

Involved with Campus Crusade? Yes _____ No _____ (Other Ministry) _____

Pastor _____ Youth/College Pastor _____ Denomination _____

Have you ever received Christ Jesus as your personal Savior? Y N Not Sure If Yes, at what age? _____

EDUCATION

SCHOOL NAME College OR High school (Check one) CURRENT GRADE/YEAR MAJOR
GPA

EMPLOYMENT RECORD

Have you served on CAMP-of-the-WOODS or Camp Tapawingo Staff before? _____ # of full summers _____ Most Recent _____

Most recent position _____ Others _____

If not, have you applied for our Summer Staff before? _____ When? _____

How did you become acquainted with our ministries? _____

List employment, other than CAMP-of-the-WOODS or Camp Tapawingo, beginning with most recent. We may contact the employers listed below unless instructed otherwise by you. (Returning Staff can skip down to POSITION PREFERENCE.)

Employer/Supervisor _____ Phone or E-mail _____ Dates (from-to) _____ Nature of Work _____

POSITION PREFERENCE

Please read carefully the Positions Available listing. Once you determine the positions which best suit your interests and qualifications for service, please list these below by preference for consideration. If you wish to be considered only for your first preference, complete that line only.

FIRST _____ SECOND _____ THIRD _____

Camp Tapawingo only accepts female applicants. CAMP-of-the-WOODS has a co-ed staff. Also, ladies, you can concurrently apply to both camps if you would like.

Note: Are you willing to serve in ANY available position for which you are qualified besides those you've listed? Yes
 No

If you marked "Yes", then we will try to notify you if your preference(s) are not available before we assign you to a different position.

*** Hiring priority is given to those willing to serve wherever needed.**

EXPERIENCE/QUALIFICATIONS – NEW APPLICANTS and RETURNING STAFF Applying For New Positions

1. What is your reason for selecting the above position(s) and describe any experience you've had that would assist you in fulfilling the position?

2. List in order of importance to you what activities you are currently involved with or have been involved with in the past two years.

PERSONAL STATEMENT – Required for applicants to both CAMP-of-the-WOODS and Camp Tapawingo.

Note: There is a section for **New Staff Applicants** and **Returning Staff Applicants** (from 2006 or 2007). If you did not serve at CAMP-of-the-WOODS or Camp Tapawingo in 2006 or 2007 then complete the **New Staff Applicants** section.

NEW STAFF APPLICANTS: Answer questions #1-8 (#1-3 on a separate sheet of paper)

1. Describe how your relationship with Jesus Christ began. Describe what your experience (relationship) has been like since.

2. Why do you want to work at CAMP-of-the-WOODS or Camp Tapawingo?

3. Do you agree with our Doctrinal Statement and Code of Conduct? (Refer to back page.) Please elaborate on any disagreements.

4. When is it difficult for you to submit to authority and how do you respond? _____

5. If a teenager this summer asked you, "How do I become a Christian?" what would you say? Also, which Scriptures would you use to lead someone to Christ?

6. Do you have any physical limitations, chronic illnesses or do you take drugs for a physical or psychological reason?
Y N

If yes, please explain. _____

7. What are your two greatest strengths? _____

8. What are your two greatest weaknesses? _____

RETURNING STAFF APPLICANTS: (Answer on a separate sheet of paper)

1. Describe your relationship with Jesus during your last summer on staff, including high/low points.
2. What's going on in your walk right now?
3. Why do you want to be on staff again?

LENGTH OF COMMITMENT

The exact dates you are available to participate are extremely important. Other things being equal, hiring preference goes to those who have the better dates of availability. **Please be specific and accurate in the dates you are able to serve.**

CAMP-of-the-WOODS' season is JUNE 20 – September 7. Camp Tapawingo's season is June 7 – August 23. To be given full consideration at CAMP-of-the-WOODS, you must be available until August 20. **Please list any dates/reasons you would need to be away during the summer. Also, if your end date is before September 7, explain why in the comments section.**

MAXIMUM DATES YOU ARE ABLE TO SERVE: From ____/____/2009 to ____/____/2009

Comments: _____

Are you interested in being on the Pre-Season Team? Yes No (Pre-season staff must be able to arrive in May)

CAMP-of-the-WOODS DOCTRINAL STATEMENT

1. We believe in the DIVINE AUTHORITY of the Bible alone.
2. We believe in ONE GOD, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe in the DEITY & HUMANITY of JESUS CHRIST in one Person.
4. We believe that ALL mankind is LOST eternally without JESUS CHRIST.
 5. We believe in the SUBSTITUTIONARY ATONEMENT as well as the BODILY RESURRECTION and ASCENSION into Heaven of JESUS CHRIST.
6. We believe that the ONLY way to Heaven is by FAITH through JESUS CHRIST alone.
7. We believe in the PHYSICAL RETURN of JESUS CHRIST.

As a matter of operational policy, we believe the ministry of the Holy Spirit, in the life of a believer, is to glorify Jesus Christ in and through that life. Since our organization is interdenominational, and the employees come from various denominational backgrounds, we ask our staff not to teach, promote or practice any controversial interpretation of the ministry of the gifts of the Holy Spirit. We are not asking one to change personal beliefs, but to adhere to this policy which has been established for a community order, pleasing and acceptable to our Lord.

CODE OF CONDUCT

As can be expected, CAMP-of-the-WOODS/Tapawingo do not allow any of its employees, either on or off the grounds, to use tobacco products, drink alcoholic beverages, or use illegal drugs. Also, theft, immorality, damaging of property, physical injury to others, deception and other forms of biblically unacceptable behavior may be causes for immediate dismissal.

APPLICANT'S AFFIRMATION

"I hereby make formal membership application to CAMP-of-the-WOODS/Camp Tapawingo, which are ministries of Gospel Volunteers, Inc. I understand that this application form is intended for use in evaluating my qualifications for employment. This is not an employment contract. I understand that any false statements, misrepresentations or omissions made during an interview and on this form are grounds for terminating the application process, or, if discovered after employment, terminating employment.

I authorize CAMP-of-the-WOODS/Camp Tapawingo and/or its agents to verify any of this information. I authorize all former employers, persons, schools, companies and agencies to release any information concerning my background, except as noted in this application, and hereby release all said persons, schools, companies and agencies from any liability for any damages whatsoever for issuing this information.

I have read and agree with Camp's Statement of Faith and am wholeheartedly willing to abide by its Christian standards of operation and Code of Conduct. In the event of employment, I agree to abide by all present and subsequently adopted procedures and rules of CAMP-of-the-WOODS/Camp Tapawingo. I understand that if I am accepted for staff I will receive a Staff Agreement Form and a Staff Manual and at that time I will decide whether to commit myself to CAMP-of-the-WOODS/Camp Tapawingo for the summer.

I understand that if I am offered a position, it will be offered to me on condition that my employment shall be "at will". I understand and agree that my employment may be terminated by CAMP-of-the-WOODS/Camp Tapawingo at any time, with or without cause, and with or without notice, at the option of CAMP-of-the-WOODS/Camp Tapawingo or myself.

DATE _____ **SIGNATURE** _____

PARENTAL AUTHORIZATION – applicants under 18 as of June 20

I approve of _____ being at CAMP-of-the-WOODS/Camp Tapawingo as a Staff Member and I commit to be supportive of all management decisions pertaining directly or indirectly to my child. I will endeavor to see that he/she fulfills his/her responsibilities as a staff member in every respect and **I guarantee that he/she will fulfill the length of commitment as stated above.**

DATE _____ **SIGNATURE** _____

NOTES:

1. Those who are applying to **Camp Tapawingo** must complete the **LILAC TAPAWINGO INSERT**.
2. Any applicant applying for a position on **Music Staff** must complete the **Music Staff Application** instead of this application form. All of the Music forms and instructions can be downloaded from our website at www.camp-of-the-woods.org.

A NON-REFUNDABLE \$5 PROCESSING FEE MUST ACCOMPANY THIS APPLICATION!

CAMP TAPAWINGO APPLICANTS INSERT

Please complete the following as applicable to you.

Only those applying for a position at Camp Tapawingo need to complete this insert.

NAME _____ ADDRESS _____

Please consider the following before applying to Camp Tapawingo:

1. We want staff who LOVE THE LORD! If you are unsure about whether you know Him or love Him, then this may not be the place for you right now. Please don't forget us, but please don't apply unless you can currently describe yourself as a follower of Christ.
2. We want staff who LOVE CAMPERS! We need godly women who desire to impact young women and girls ages 9-17 for Jesus Christ.
3. We want staff who LOVE OTHERS! We live on an island most of the summer – therefore it is vital that we build a well-balanced and loving team. We seek to love others on God's terms. We seek to build a healthy *community* of believers as laid out in Scripture. We are serious about seeing our staff grow in many ways while with us – please apply if you want to grow in your walk with the Lord.
4. Camp Tapawingo's parent camp is **CAMP-of-the-WOODS**. The same application is used for both ministries. This insert is required for those wanting to work at Tapawingo.

** CAMP-of-the-WOODS needs your help for as long as you are able after August 23. Would you be available to help? Yes until _____ No

EXPERIENCE AND TRAINING

Please describe the full extent of your camping/wilderness experience.

How excited are you about living on an island, (possibly) working harder than ever before, sleeping on a bunk, getting 7-8 hours sleep each night, and dealing with bugs, noise, and young girls all summer? Explain.

Please check which of the following certifications you hold (only check if they will be good through 09/09).

Responding to Emergencies Module Lifeguard Training Waterfront

CPR for the Professional Rescuer Water Safety Instructor EMT

Community First Aid & Safety Wilderness First Aid

Other _____

(over)

AN INSIDE LOOK AT YOU! (Read entire paragraph before beginning)

1. Please read Tapawingo’s Mission Statement below:

“To clearly and lovingly glorify Jesus Christ as Lord and Savior through personal example, meaningful activity, Biblical direction and Christ-centered relationships in a safe and friendly environment that promotes healthy growth and development in all areas of a young woman’s life.”

Please list three ways in which you feel this could be achieved in a camp setting.

2. Please list any areas that you are competent to teach that would be beneficial to a camp setting (i.e. canoeing, playing music, challenge course, drama, Bible, wildlife, etc.)

3. What do you feel campers should gain from their Tapawingo experience and how will this happen?

4. What do you hope to gain from working at Tapawingo?

Check which position(s) you would like to be considered for. If more than one, please rank in order. Also, on the inside cover of the application, write “Tapawingo” for one of the position preferences.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Business Manager | <input type="checkbox"/> Counselor/Head Lifeguard | <input type="checkbox"/> Food Service | <input type="checkbox"/> Program Director |
| <input type="checkbox"/> Counselor/Lifeguard | <input type="checkbox"/> Head Counselor | <input type="checkbox"/> Waterfront Director | |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Craft Director | <input type="checkbox"/> Health Director | <input type="checkbox"/> Worship Leader |

Please place a number between 1 and 5 beside each category: 1 = I am exactly like this; 2 = I am more like this than not like this; 3 = I am trying to be like this, but am not right now; 4 = I am seldom like this; 5 = I am opposite of this

- | | | | | | |
|--------------------------------------|------------------------------------|---------------------------------------|---------------------------------------|--|---------------------------------|
| <input type="checkbox"/> Team Player | <input type="checkbox"/> Honest | <input type="checkbox"/> Fun-loving | <input type="checkbox"/> Early riser | <input type="checkbox"/> Stable | |
| <input type="checkbox"/> Consistent | | | | | |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Creative | <input type="checkbox"/> Energetic | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Humble | <input type="checkbox"/> Leader |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Social | <input type="checkbox"/> Mathematical | <input type="checkbox"/> Logical | <input type="checkbox"/> Trusting | |
| <input type="checkbox"/> Trustworthy | | | | | |
| <input type="checkbox"/> Know Bible | <input type="checkbox"/> Forgiving | <input type="checkbox"/> Self-Starter | <input type="checkbox"/> Loving | <input type="checkbox"/> Tender | |
| <input type="checkbox"/> Submissive | | | | | |
| <input type="checkbox"/> Discerning | <input type="checkbox"/> Wise | <input type="checkbox"/> Patient | <input type="checkbox"/> Joyful | <input type="checkbox"/> Close to the Lord | |

Thank You for Applying to Camp Tapawingo! Be sure to include this insert with the rest of the application. You’ll be hearing from us!

CONFIDENTIAL

CAMP-of-the-WOODS

PERSONNEL OFFICE ☎ (518) 548-4311, ext. 254
PO BOX 250, SPECULATOR, NY 12164-0250

-AND- Tapawingo Internationals

Reference Form to be
completed by a PASTOR
(Pastor, College or Youth Pastor, Bible
Study Leader)

Applicant's Name _____ Address _____

Position(s) Desired: 1. _____ 2. _____ 3. _____

The above person has applied to serve on the Summer Staff at CAMP-of-the-WOODS family resort or Tapawingo Girls Camp. This person will be in a close community setting in the Adirondack State Park. The position will require flexibility and maturity. Please bear in mind the duties and responsibilities the applicant will be asked to complete.

The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form. The applicant waives his or her right to see this evaluation.

Thank you for your candid assessment of the Applicant. This reference will be used in conjunction with other referrals, a personal interview, and an application. Please return completed form directly to the above address as soon as possible and no later than **March 1**.

1. How long have you known the Applicant and in what capacity?

2. Is the Applicant a Christian? Y N Not Sure
For approximately how long? _____

3. Does the Applicant appear to be growing in his/her walk with the Lord? If so, what demonstrates this?

4. In what area(s) does the Applicant need to be nurtured in order to grow and improve?

5. How would you describe the home/family life of the Applicant?

6. What are 3 positive characteristics/personality traits of the Applicant:
 1. _____
 2. _____
 3. _____

7. What are 3 tendencies which might reduce the effectiveness of the Applicant:
 1. _____
 2. _____
 3. _____

8. To your knowledge, does the Applicant smoke, drink or use illegal drugs? Y N Not Sure

9. Would you want your child or teenager placed under the direct charge, influence, or care of this individual?
 Absolutely Yes, with slight reservation Probably not No
 Please Explain: _____

10. Please fill out this chart to the best of your knowledge.

	Excellent	Above Average	Average	Below Average	Poor	Not Sure	<u>General Impressions</u> circle the words that you believe to be applicable
Spiritual Commitment							dedicated, growing, searching, uncommitted
Christian Influence							positive, passive, negative
Judgement							mature, adequate, inconsistent
Dependability							consistent, erratic, poor
Leadership Potential							natural, latent, follower
Cooperation							consistent, erratic, poor, obstructive
Personality							extrovert, well-balanced, introvert, self-confident
Personal Presentation							well-groomed, relatively, neat, sloppy
Emotional Stability							stable, self-controlled, easily disturbed, unstable

11. Are you recommending the Applicant more for what he/she can contribute to our program or more for what we can do for him/her?
Please explain:

WHAT IS YOUR OVERALL EVALUATION OF THE APPLICANT?

- Highly recommend Recommend Recommend with minor reservations Recommend with major reservations
Do not recommend

ADDITIONAL COMMENTS:

Check if you prefer a phone call from us to personally discuss any of the above.

Printed Name _____

Signature _____ Date ____/____/____

Position/Organization _____ Phone Number (____)

Thank you very much for your assistance!
Pastor

CONFIDENTIAL

CAMP-of-the-WOODS

Reference Form to be completed by a

PERSONNEL OFFICE ☎ (518) 548-4311, ext. 254
PO BOX 250, SPECULATOR, NY 12164-0250

-AND- Tapawingo Internationals

RECENT EMPLOYER OR

PROFESSOR/TEACHER

Applicant's Name _____ Address _____

Position(s) Desired: 1. _____ 2. _____ 3. _____

The above person has applied to serve on the Summer Staff at CAMP-of-the-WOODS family resort or Tapawingo Girls Camp. This person will be in a close community setting in the Adirondack State Park. The position will require flexibility and maturity. Please bear in mind the duties and responsibilities the applicant will be ask to complete.

The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form. The applicant waives his or her right to see this evaluation.

Thank you for your candid assessment of the Applicant. This reference will be used in conjunction with other referrals, a personal interview, and an application Please return completed form directly to the above address as soon as possible and no later than **March 1**.

10. How long have you known the Applicant and in what capacity?

11. What was the nature of the work done by the Applicant?

12. What are 3 strengths of the Applicant:

1. _____

2. _____

3. _____

4. What are 3 tendencies which might reduce the effectiveness of the Applicant:

1. _____

2. _____

3. _____

5. Would you feel confident in hiring/rehiring this person? Y N Maybe

In having them as a student another year? Y N Maybe

If No or Maybe, please elaborate: _____

6. To your knowledge, does the Applicant smoke, drink or use illegal drugs? Y N Not Sure

7. Would you want your child or teenager placed under the direct charge, influence, or care of this individual?

Absolutely Yes, with slight reservation Probably not No

Please Explain:

8. Please fill out this chart to the best of your knowledge.

	Excellent	Above Average	Average	Below Average	Poor	Not Sure	<u>General Impressions</u> circle words that you believe to be applicable
Judgement							mature, adequate, inconsistent
Dependability							consistent, erratic, poor
Leadership Potential							natural, latent, follower
Cooperation							consistent, erratic, poor, obstructive
Initiative							confident, imaginative, persevering, lazy
Intellect							quick, teachable, average, slow
Personality							extrovert, well-balanced, introvert, self-confident
Adaptability							flexible, open-minded, rigid, tactful, blunt
Personal Presentation							well-groomed, relatively, neat, sloppy
Emotional Stability							stable, self-controlled, easily disturbed, unstable

WHAT IS YOUR OVERALL EVALUATION OF THE APPLICANT?

- Highly recommend Recommend Recommend with minor reservations Recommend with major reservations
- Do not recommend

ADDITIONAL COMMENTS:

Check if you prefer a phone call from us to personally discuss any of the above.

Printed Name _____

Signature _____ Date ____/____/____

Position/Organization _____ Phone Number (____)

Thank you very much for your assistance!
Employer/Professor