



**Please return completed reference to:**  
 Camp Fire USA  
 Camp Staff Application  
 56 Roland Street, North Lobby  
 Boston, MA 02129  
 617.591.0300

## Confidential Reference Letter for Camp Staff

**To Be Completed by the Applicant:**

Applicant Name: \_\_\_\_\_  
 Phone Number of Applicant: \_\_\_\_\_

Camp: \_\_\_\_\_  
 Position Desired: \_\_\_\_\_  
 Date Application was submitted: \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
 Phone Number of Reference: \_\_\_\_\_

Relationship to Reference: \_\_\_\_\_  
 Best time to contact: \_\_\_\_\_

*Please include an addressed stamped envelope to adult Reference. Address located above.*

**To be Completed by the Reference:**

How long have you known applicant? \_\_\_\_\_

How well do you feel you know the applicant? \_\_\_Acquaintance \_\_\_Fairly well \_\_\_Very well

***In my experience with the applicant, I feel that he/she:***

	<i>Superior</i>	<i>Very Good</i>	<i>Average</i>	<i>Fair</i>	<i>Poor</i>	<i>Not Known</i>
Consistently shows a sincere desire to do a given job.						
Is able to work independently, and does not require close supervision.						
Understands and follows rules and instructions with ease.						
Able to communicate ideas, thoughts and directions to others.						
Is flexible and can make the best of a situation.						
Shows creativity and/or innovation.						
Gets along well with peers and youth.						
Is tactful in relation to others feelings.						
Accepts people as they are.						
Is emotionally mature for their age.						
Is capable of assuming leadership in a group.						
Has the ability to serve as a positive role model for youth.						
Does not engage in criticizing other people, things, or situations.						
Appears to be ethical.						
Presents a good appearance.						
Would conscientiously assume responsibility for guiding a child's growth.						
Easy to get along with and/or good sense of humor.						
Possesses skills necessary to work successfully with youth.						
Able to understand the needs and wishes of youth.						

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What are the applicant's most significant strengths?

Everyone has areas in which they can do better. How would you like to see the applicant continue to grow?

If you had children, would place them in this person's complete care and influence?     no     yes  
Please explain.

**Recommendation:**

- I recommend the applicant without reservation.
- I have reservations about the applicant. *Please comment below.*
- I have substantial doubts about the applicant's ability to be an effective employee at one of Camp Fire USA's camp. *Please comment below.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Institution/Business: \_\_\_\_\_

Title: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

If you have any questions or comments, please do not hesitate to contact us at 617.591.0300 x130 or [ahaller@campfireusa-emass.org](mailto:ahaller@campfireusa-emass.org).

Thank you for your time, insight and dedication to helping us provide the best care to our campers!