



**Reference Form**  
**MetroWest YMCA**  
**Day Camp Staff**

**Return To:**  
Camp Director  
MetroWest YMCA  
45 East Street  
Hopkinton, MA 01748  
(508) 435-9345 voice  
(508) 435-9201 fax

**To The Applicant:** Please fill out and sign the boxed section and give to a immediate family member to fill out.

Name of Applicant: _____	Position applied for: _____
I authorize the release of this information to the MetroWest YMCA.	
_____	_____
Signature	Date

**To The Reference:** The above-named individual has applied for a position at the MetroWest YMCA Summer Day Camp. Because it is important that the members of our staff have the patience and understanding to work well with children, parents, and fellow staff members, we would like information concerning the personal and professional qualifications of this applicant. Characteristics such as creativity, initiative, self-motivation, energy, cooperation, and personal integrity are important. Your assistance is appreciated, and your responses will be kept in confidence. Thank you for your promptness in completing this form! Please return it to the above address or the applicant as soon as possible. Thank you! *Please note that you can send a reference letter instead on this form but make sure to cover all of the areas that you are asked to comment on within this form.*

How long and in what capacity have you known this applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel is the greatest strength of this applicant with regard to being a leader, instructor and/or counselor at the MetroWest YMCA's Day Camp?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what way would you like to see this applicant develop personally and professionally?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you have any reservations about children or your child being in the care of this applicant? Please comment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, is this applicant a suitable positive role model for youth ages 3-15? Please comment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate this applicant in the following areas:

	Excellent	Good	Fair	Poor	N/A	Comments
Cooperates with supervisors						
Has good communication skills						
Relates well with children						
Is patient						
Is punctual						
Displays a positive attitude						
Is mature						
Is safety-conscious						
Has a sense of humor						
Can grasp ideas quickly						
Considers alternatives and consequences before acting						
Completes tasks enthusiastically						
Relates well with peers						
Is caring						
Is honest						
Is respectful						
Is responsible						
Is flexible-can adapt to changing situations						

<b>Overall Rating of this applicant:</b>						
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\_\_\_\_\_ I recommend hiring without any reservations

\_\_\_\_\_ I recommend hiring with some reservation (List concerns below)

\_\_\_\_\_ I recommend that this applicant not be hired (List concerns below)

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED:**

\_\_\_\_\_ Reference Printed Name

\_\_\_\_\_ Reference Signature

\_\_\_\_\_ Occupation/ Title

\_\_\_\_\_ Date

\_\_\_\_\_ Organization

\_\_\_\_\_ Telephone #