



c/o Bill Stevens, Director
PO Box 518
Port Perry, ON
L9L 1A5

416 722 3625

director@campbigcanoe.ca

Reference Form

Dear _____:
(Reference's name)

I have applied for summer employment at the United Church camp, Camp Big Canoe as a _____.
(position applied for)

I am requesting that you provide Camp Big Canoe with a reference for me. Please complete the reverse side of the letter and return it to Camp Big Canoe at the above address, fax or return it to me in an envelope. The information you provide will be kept strictly confidential.

I would appreciate your prompt attention in completing this reference. My application **will not be** considered until Camp Big Canoe receives the completed reference form.

THANK YOU FOR YOUR TIME!

Sincerely,

(applicant's signature)

(applicant's name – please print)

NOTE: *The applicant's signature on this form authorizes you to release information about the applicant to Camp Big Canoe.*

Applicant's Name: _____ How long have you known the applicant? _____

In what capacity? _____

What are the applicant's strengths? Weakness? _____

Is the applicant punctual? _____

Is the applicant reliable? _____

Can she/he work independently? _____

How does she/he handle supervision? _____

How does she/he handle confidential information or positions of trust? _____

Was her/his position of trust handled to your satisfaction? _____

Describe her/his relationship with youth. _____

Is there anything you feel we should be aware of in accepting this applicant? _____

Would you be comfortable with this person caring for/supervising your child /grandchild?

Do you have any reason to believe that this person would not be well suited for working with children?

Please indicate your level of confidence in this applicant as they would be working closely with children and youth in a residential, team based environment.

confident

apprehensive

not sure

cannot be confident

Name/Title: _____

Date: _____

Signature: _____

Phone: _____