



Please send to  
Camp Big Canoe  
Steve Salt, Director  
51 King William Street,  
PO Box 30013.  
Huntsville, ON P1H 0B5

416 722 3625  
[director@campbigcanoe.ca](mailto: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, 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: \_\_\_\_\_ What was the nature and length of your relationship with the applicant? \_\_\_\_\_

What are the applicant's strengths? Would you describe her/him as a hard worker??  
\_\_\_\_\_  
\_\_\_\_\_

Is the applicant punctual/reliable? \_\_\_\_\_

Can she/he work independently? \_\_\_\_\_

How does she/he handle supervision? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In stressful situations, describe how the applicant reacted. Be specific. Additionally, how does she/he handle difficult people? What is his/her conflict resolution protocol? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does she/he handle confidential information or positions of trust? Was this handled to your satisfaction?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe her/his relationship with youth. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else I should take into consideration before I hire 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: \_\_\_\_\_