



*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

## Reference Form 2020

Dear \_\_\_\_\_:  
(Reference's name)

I have applied for summer employment at Camp Big Canoe (a United Church Camp) for the position(s) of

\_\_\_\_\_  
(position(s) 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.*



**Reference Form 2020**

Applicant's Name: \_\_\_\_\_

What was the nature and length of your relationship with the applicant?

\_\_\_\_\_

What are the applicant's strengths? Would you describe them as a hard worker?

\_\_\_\_\_

\_\_\_\_\_

Is the applicant punctual/reliable?

\_\_\_\_\_

Can they work independently?

\_\_\_\_\_

How do they handle supervision?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In stressful situations, describe how the applicant reacted. Be specific. Additionally, how do they handle difficult people? What is their conflict resolution protocol?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do they handle confidential information or positions of trust? Was this handled to your satisfaction?

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Describe their relationship with youth.

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Is there anything else I should take into consideration before I hire this applicant?

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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?

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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: \_\_\_\_\_