



Reference Request

I have applied to the Leader in Training program through West Bloomfield Parks, and I desire that they be fully advised of my record with former employers, teachers and others who know of me and my competencies. I therefore respectfully request that you furnish the information they seek from you, and I hereby release you from any and all liability of damages for providing the information requested.

Print Name: _____

Signature: _____ Date: _____

Dear Guidance Counselor, Teacher or Employer:

The person whose name appears above is applying for a position in our Leader in Training (LIT) program within a summer day camp program. Selection for this position will mean that the applicant will spend many hours learning to work with children ages 6-11 in an environment where teamwork with peers and supervisors will be essential. At camp, some of their duties will include assisting camp staff with crafts, games, field trips, canoeing, fishing and pool play. Each LIT will have the opportunity to plan and execute a camp activity as well. Although your evaluation of this candidate will be helpful in selecting the LIT, your comments will be even more helpful by assisting us to provide support for the candidate if this person is chosen for a LIT position. Your frankness and forthrightness are encouraged, therefore, as being helpful to this person.

Thank you in advance for your time.

What are some of the strengths of the applicant?

Do you have any concerns about the ability of the applicant to participate in a leader in training program to learn skills supervising children, or their ability to work as part of a community with peers and supervisors?

Any additional comments you would like to share about the applicant regarding their ability to be successful in this position.

Please circle the number which best describes the applicant.

	1. Poor	2. Adequate	3. Good	4. Excellent	<u>Comments</u>
<u>PERSONAL HABITS:</u>					
Speech and manner	1	2	3	4	
Appearance	1	2	3	4	
School attendance record	1	2	3	4	
Promptness	1	2	3	4	
Physical energy	1	2	3	4	
<u>EMOTIONAL MATURITY:</u>					
Overall emotional maturity	1	2	3	4	
Sense of humor	1	2	3	4	
Attention to detail	1	2	3	4	
Initiative without supervision	1	2	3	4	
Consideration of others	1	2	3	4	
Patience; poise in tense situations	1	2	3	4	
Reaction to criticism	1	2	3	4	
<u>SOCIAL MATURITY:</u>					
Ability to work with and enjoy others	1	2	3	4	
Courtesy	1	2	3	4	
Ability to inspire enthusiasm in others	1	2	3	4	
Leadership ability	1	2	3	4	
Ability to communicate with children	1	2	3	4	
Capacity for fun	1	2	3	4	
<u>ATTITUDES:</u>					
Desire to help others	1	2	3	4	
Ability to work up to potential	1	2	3	4	
Willingness to do extra tasks	1	2	3	4	

Other comments:

Signature: _____ Date: _____

Print Name: _____

Contact Information: _____

Please return to:

West Bloomfield Parks & Recreation
 Attn: Ashley Stokes
 4640 Walnut Lake Rd
 West Bloomfield, MI 48323

-Or-

E: astokes@wbparcs.org
 F: 248.738.2529

Questions: (248) 451-1916 or e-mail