



WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
JANICE M. KASETA

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ASSISTANT DIRECTOR
MATTHEW G. CHIN

EMPLOYEE REFERENCE

Dear: _____

Date: _____

Your name was given to us a reference for _____ who has applied for a Camp Counselor Position for our Summer Camp Program for children ages 5 through 14 or a position at Morses Pond as a lifeguard or pond staff.

If you do not know the applicant in a work setting, please respond from your own frame of reference. As leaders in our summer programs, we are seeking outstanding people who are sincerely interested in working with children. We need staff that are emotionally mature, conscientious and responsible with skills in leadership.

Thank you for your cooperation.

Sincerely,

Melissa Anderson
Program Administrator

Please rate which you Are knowledgeable for:	Below Average	Average	Above Average	Superior
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Integrity & maturity _____

Emotional Stability _____

Rapport with children _____

Willingness to cooperate _____

General Intelligence _____

Personal Conduct _____

Perseverance _____

Initiative _____

Please rate which you Are knowledgeable for:	Below Average	Average	Above Average	Superior
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Ability to Organize _____

Imagination _____

Physical Energy _____

Loyalty _____

Response to Suggestions _____

Rapport with co-workers or peers _____

Attendance record _____

How were (are) you associated with the applicant? _____

If a former employee, would you rehire? _____

Would you want this applicant to be your child's counselor? _____

SIGNATURE*: _____ DATE: _____

ORGANIZATION: _____ TITLE: _____

EMAIL: _____ PHONE: _____

Please feel free to write any additional comments:

*Please note: The applicant has signed a form that contains the following sentences that may be applicable to you: "I authorize investigation of all statements contained in this application as well as persons and companies to furnish any information regarding me, whether or not it is on records, and hereby release them from all liability for damages for providing this information."