

# Diamond Ridge Camps

PO Box 297, Jamison, PA 18929 Phone: (215) 343-8840 Fax: (215) 343-8849

## EMPLOYMENT REFERENCE

Complete all the information in this box PRIOR to giving this form to your reference. This person should be a supervisor, coach, employer, youth group advisor, teacher, etc., not a personal friend and NOT someone currently employed by Diamond Ridge Camps.

Name of your reference \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby release employers and other sources from all liability in responding to this Reference Inquiry.

Applicant's Name (please print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if applicant is a minor) \_\_\_\_\_

The above-named applicant is seeking employment with Diamond Ridge Camps and has authorized us to check references. We will, of course, hold in confidence the information you furnish. Your assistance is greatly appreciated.

What is your connection with the applicant? \_\_\_\_\_

How long have you known him/her? (give dates) \_\_\_\_\_

If you have employed him/her, please state in which capacity. \_\_\_\_\_

Why did he/she leave your employ? \_\_\_\_\_

If you had a position available, would you re-hire this person? Why or why not? \_\_\_\_\_

Please rate him/her on the following from your observations:

	Good	Fair	Poor	NA	Comments or Observations
Attitude					
Cooperation					
Enthusiasm					
Flexibility					
Initiative					
Leadership					
Responsibility					
Takes criticism well					
Attendance/Promptness					
Loyalty & Honesty					

Additional Comments: \_\_\_\_\_

Print your Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Organization/Company \_\_\_\_\_ Position \_\_\_\_\_

Best Time to Contact \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Complete and mail to Diamond Ridge Camps PO Box 297 Jamison, PA 18929.**