



Helping Kids with Physical Disabilities Succeed

Dear _____
(Referee's Name)

I have applied for 2012 summer employment at one of the Easter Seals residential summer camps as a

(position applied for)

I am requesting that you provide Easter Seals Ontario with a reference for me. Please complete the reverse side of this letter and return it to Easter Seals Ontario Recreation Department at the address or fax number on this page. The information you provide will be kept **strictly confidential**. I also release you and your organization from any legal liability in making such statements.

I would appreciate your prompt attention in completing this reference, as my application will not be considered until Easter Seals Ontario receives your completed reference form.

THANK YOU FOR YOUR TIME!

Sincerely,

(Signature of applicant)

(Date)

(Applicant's name – please print)

Note: The applicant's signature on this form authorizes you to release information about the applicant to Easter Seals Ontario.

REFERENCE FORM

Applicant's Full Name: _____

CRITERIA	Excellent	Good	Fair	Poor	N/A	Comments
Relationship with children/youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to be a team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to accept responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emotional maturity and stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Relationship with peers/co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Acceptance of guidance & supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Relationship with supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ability to follow rules and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

How many years have you known this applicant? _____ years or _____ months (approximately)

In what capacity have you been able to assess the applicant in the areas listed above? _____

Would you rehire this individual? Yes No Why not? _____

Please indicate your level of confidence in this applicant, as they would be working closely with children and youth with physical disabilities in a residential, team-based environment.

- Confident
 Apprehensive/Not sure
 Would recommend not hiring

My signature below indicates this reference to be accurate and truthful and that I am willing to be contacted to discuss the candidate.

Name: _____ Date: _____

Signature: _____ Phone #: (_____) _____

Please feel free to add additional comments on a separate sheet.