

RE: **PLEASE BE MY EMPLOYMENT REFERENCE**

TO: title name

ADDRESS: street

city state zip

FROM: name

ADDRESS: street

city

state zip

DATE: _____

Directions for the Applicant

Give one reference form to each of *three* references. Because this is *your* letter to a reference, please complete all the blank lines only on this page and sign below. Your reference completes the second page and returns both pages.

Dear _____,

I am applying for the position(s) of _____ at __Camp Lambec __Westminster Highlands __either of the Camping Association of the Presbyteries of Northwestern Pennsylvania (CAPNWP) and would very much appreciate your reference at your earliest convenience.

The CAPNWP staff work and live in outdoor, rustic settings. They provide program leadership, spiritual development and/or support services (maintenance, food service or office/business) for and with youth, families and adults. All staff are expected to be Christian witnesses and role models. CAPNWP operates two camp and retreat facilities and programs – Camp Lambec on Lake Erie (North Springfield, PA) and Westminster Highlands in the Allegheny foothills (Emlenton, PA) – on behalf of the Presbyterian Churches (USA) in northwestern Pennsylvania. The CAPNWP Main Office is in Slippery Rock.

I and CAPNWP would appreciate your comments about my maturity, interests, skills, Christian faith and leadership abilities. Especially helpful would be comments about my readiness to handle the particular position(s) for which I am applying.

Please complete and sign page 2 and return both pages 1 and 2 directly to CAPNWP at the address below. In the Characteristics section, please use the following number scale to rate me.

- | | |
|--|---|
| 1 Outstanding / exceptional | 4 Below average / inconsistent / unreliable |
| 2 Above average / exceeds expectations / very good | 5 Unsatisfactory / not suited |
| 3 Satisfactory / consistent / reliable | U Unable to comment on this characteristic |

If you have any questions, please call me at the phone number above. If you would like to talk to my prospective employer, call Glenn Oswald, CAPNWP Executive Director, at the phone number below.

Thank you very much!

Sincerely,

signed _____

CAMPING ASSOCIATION OF THE PRESBYTERIES OF NORTHWESTERN PENNSYLVANIA



221 Center Street, Slippery Rock, PA 16057 † 724-738-0058 † www.capnwp.org
Camp Lambec † Westminster Highlands † Presbyterian Church (USA)
Presbyteries of Beaver-Butler, Kiskiminetas, Lake Erie and Shenango
Page 1 of 2 Seasonal Ref 01-09

Reference for name of applicant

> Brief Responses <

How long have you known the applicant?

In what capacity have you known him/her?

How well do you currently know the applicant?

Please comment on the applicant's abilities to work...

...with children (ages 5-12):

...with teenagers (ages 13-18):

...youth adults (ages 19-25):

...with adult guests and volunteers (ages 26-55):

...with senior adults, ages 55+:

Please list four words that best describe the applicant's attitude toward work.

Please comment on this applicant's ability and willingness to be a Christian witness and role model.

Why would you trust or not trust this applicant to be responsible for your own children and teens? Please

comment on the quality(-ies) this person possesses that would or would not put your mind at ease.

> Characteristics < *Please rate the applicant using the number system on page 1.*

- Participation in church and church-related activities
- Reflects strong personal spiritual principals
- Cooperates and gets-along with peers
- Cooperates and gets-along with supervisors
- Honesty
- Patience
- Humility (place others' needs before his/hers)
- Personal appearance and hygiene
- Self-control
- Promptness
- Flexibility
- Reliability
- Openness to suggestions
- Cares for and respects work-place property
- Cares for and respects other's personal property
- Pursues tasks independently
- Remains focused on a task
- Manage stress
- Creativity
- Confidence
- Efficiency (maximizes work time)
- Accepts constructive criticism
- Able to understand and apply concepts

At which site(s) do you think the applicant is best equipped to serve?

- Westminster Highlands
- Camp Lambec
- Main Office
- Doesn't Matter
- I'm unfamiliar with the sites

May CAPNWP call you with questions about your reference? No

Yes → Phone # (_____) _____

Signed _____ Date ____/____/____

Please also

print your: Title _____ Name _____

Address _____ City _____ State _____ Zip _____

Email _____ 2nd Phone # (_____) _____

Please return both pages of this form to CAPNWP at the address on the bottom of page 1.

Thank you!