

REFERENCE FORM



Name of Applicant _____

Position(s) applied for _____

Dear Sir/Madam,

Village Camps, SA organises educational and recreational programmes for children throughout the world. The above named individual has applied to work within our organisation and has proposed you to give a reference as to his/her suitability for that position.

Due to the important responsibilities involved with a programme involving children, we ask that you carefully consider the following questions about the applicant. The information you supply is received in confidence. Please forward it to us at the address at the end of the form.

Thank you, in advance, for your time and help in this matter.

Yours faithfully,

Personnel Department, Village Camps, SA.

For Office Use Only

Application # _____

Reference Checked _____

Additional Information
supplied by referee

To be completed by referee

Name _____

Address _____

Profession/Position _____

It is Village Camps policy to contact all the people giving references. Please indicate a number and convenient time for us to do this.

Contact Numbers: Phone Numbers: Wk (and Hm)

Fax e-mail

In what capacity are you completing this reference?

Previous Employer Academic Reference Friend of Family

Other (Specify) _____

How long have you personally known the applicant? _____

Please complete this section only if you are a current or former employer of the applicant.

What was the applicant's job within your employment? _____

What was your professional relationship to the applicant? _____

How long did the applicant work with you? _____

What was his/her reason for leaving? _____

Would you re-employ the applicant? Yes No If No, Please explain

Please summarise the applicant's approach to work _____



This section to be completed by all referees

Work Habits	<i>Exceptional</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
Loyalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Skills					
Organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to be Led	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Skills					
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding of Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position in Society	<input type="checkbox"/> Sought Out	<input type="checkbox"/> Well-Liked	<input type="checkbox"/> Accepted	<input type="checkbox"/> Tolerated	

General

Please comment on the applicant's attitude towards different cultures and subjects that may not be immediately familiar to him/her.

Would you be confident in leaving children in the care of the applicant?

What do you feel will be the applicant's greatest contribution to an International children's camp?

Please summarise your support for the applicant giving any further information that may assist us in our selection process.

Signature

Date
