



REFERENCE FORM – VILLAGE CAMPS

Name of Applicant \_\_\_\_\_
Position(s) applied for \_\_\_\_\_
Requested location of camp \_\_\_\_\_

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 fax to +41 22 990 9494 OR scan, attach and email the completed form to personnel@villagecamps.com

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

Yours faithfully,
Personnel Department, Village Camps, SA

Referee Details (Please complete this section in CAPITALS)

Name \_\_\_\_\_ Email address \_\_\_\_\_

Telephone number (inc. country code) \_\_\_\_\_

In what capacity are you completing this reference?
\_\_\_ Former / current employer \_\_\_ Academic referee \_\_\_ Friend \_\_\_ Other (specify) \_\_\_\_\_

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

In what capacity (is) was the applicant in your employment? \_\_\_\_\_

How long was (has) the applicant (been) employed by you? \_\_\_\_\_

If the applicant was a former employee, what was their reason for leaving? \_\_\_\_\_

Would you re-employ the applicant? \_\_\_ Yes \_\_\_ No If No, please explain \_\_\_\_\_

This section to be completed by all referees

Work habits
Please comment.....

Work skills
Please comment....

Social skills
Please comment.....

General
How confident would you be leaving children in the care of the applicant?.....

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

Signature..... Date (and company stamp-employer only) .....

Please return to Fax: +41 22 990 9494

e-mail: personnel@villagecamps.com