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This form is considered confidential and the information within will not be released to anyone other than Camp Coyote hiring staff.

Reference Letter

Applicant Information	
Full Name _____	Date _____
Position Applying For _____	

Reference Information	
This form may not be completed by an applicant's relative or peer.	
Full Name _____	Date _____
Relation to Applicant _____	
Occupation: Company _____	Position _____
Address: _____	Phone: _____
_____	Daytime _____
City: _____ ST _____ Zip _____	Evening _____

Please answer the following questions to the best of your ability. Your time and input are very valuable to us.

1. Please describe the manner of how you know the applicant. _____

2. How long have you known the applicant? _____

3. Please describe the applicant's character and or beliefs. _____

4. Rate the applicant's abilities in the following areas (please circle number)

	Poor		Average			Good		Excellent		
Teachable.....	1	2	3	4	5	6	7	8	9	10
Promptness.....	1	2	3	4	5	6	7	8	9	10
Follows Instructions.....	1	2	3	4	5	6	7	8	9	10
Outgoing.....	1	2	3	4	5	6	7	8	9	10
Emotional Balance.....	1	2	3	4	5	6	7	8	9	10
Capacity To Work With Youth.....	1	2	3	4	5	6	7	8	9	10
Fulfills Obligations.....	1	2	3	4	5	6	7	8	9	10
Sense of Humor.....	1	2	3	4	5	6	7	8	9	10
Self Control.....	1	2	3	4	5	6	7	8	9	10
Energetic.....	1	2	3	4	5	6	7	8	9	10
Has Integrity.....	1	2	3	4	5	6	7	8	9	10
Perseverance.....	1	2	3	4	5	6	7	8	9	10
Courtesy.....	1	2	3	4	5	6	7	8	9	10
Tact.....	1	2	3	4	5	6	7	8	9	10
Leadership Ability.....	1	2	3	4	5	6	7	8	9	10
Friendly.....	1	2	3	4	5	6	7	8	9	10
Common Sense.....	1	2	3	4	5	6	7	8	9	10

5. Describe how you have witnessed the applicant's ability to work with youth. _____

6. Would you trust the applicant with the care of your child for a week or longer? _____

7. Considering everything you know about the applicant and the position for which they are applying, would you completely recommend them for employment, without reservation? _____

Signature of Reference Person: _____ Date: _____