



**S. C. Department of Health & Environmental Control
 Division of Children With Special Health Care Needs
 Camp Burnt Gin
 Mills/Jarrett Complex, Box 101106, Columbia, SC 29211**

CAMP STAFF REFERENCE FORM

The applicant listed below is applying for a staff position with Camp Burnt Gin. Camp Burnt Gin is a summer camp for children ages 7-19 who have a physical disability and/or chronic illness. Because of this, we are looking for extremely dependable and responsible individuals who enjoy working with children in a camp setting. As a part of the employee selection process, it is requested that each applicant forward a copy of this reference form to three persons who are uniquely familiar with his/her ability, potential, and/or past performance. With this in mind, please rate the applicant to the best of your knowledge. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated and held in confidence.

APPLICANT _____

POSITION APPLYING FOR _____

NAME OF REFERENCE _____ POSITION _____

SCHOOL/BUSINESS _____ PHONE _____

TO APPLICANT: All applications and accompanying records become the property of Camp Burnt Gin and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. **I agree for this reference to be kept confidential and by signing and dating the waiver of access below, I, the undersigned, waive any right to access to this reference.**

Signature of Applicant _____ Date _____

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	Excellent	Average	Below Average	Unable to Assess
Ability to adapt to different situations	_____	_____	_____	_____
Ability to accept guidance	_____	_____	_____	_____
Ability to get along with adults	_____	_____	_____	_____
Ability to get along with children	_____	_____	_____	_____
Ability to limit negative influences on work performance	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____
Accepts responsibility	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Judgment and common sense	_____	_____	_____	_____
Sense of humor	_____	_____	_____	_____
Loyalty	_____	_____	_____	_____
Dependability	_____	_____	_____	_____
Health	_____	_____	_____	_____

How long have you known the applicant and in what capacity? _____

For the position desired, I recommend the applicant: ____ Highly ____ Favorably ____ With Reservation ____ Not at all.

On the back of this letter, please add any further information concerning the applicant that would be of value to us such as assets and weaknesses.

Signature _____ Title _____ Date: _____

**Please return to: Marie I. Aimone, Camp Director
Mills/Jarrett Complex, Box 101106, Columbia, SC 29211**