



**S. C. Department of Health & Environmental Control  
 Division of Children With Special Health Care Needs  
 Camp Burnt Gin  
 Mills/Jarrett Complex, 2100 Bull Street, Columbia, SC 29201**

**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 7-25 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 \_\_\_\_\_

	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, Director, Camp Burnt Gin, 2100 Bull Street, Columbia, SC 29201**

## Instructions for Completing Camp Burnt Gin Staff Reference Form- DHEC 2385

**Title of Form:** Camp Burnt Gin Staff Reference Form

### **Purpose of Form:**

As part of the CBG employee selection process, this form is used to obtain confidential information from individuals who have knowledge about the applicant's ability, potential, and past performance. This information will be used to assist the Camp Director in making sound decisions in selecting the best qualified candidates.

### **Instructions:**

#### **The applicant completes the top portion of the form providing the following information:**

Applicant: Name of person applying for a position with Camp Burnt Gin.  
Position Applying For: List all positions for which the applicant wishes to be considered.  
Name of Reference: Applicant lists the name of the person to whom the reference form will be given.  
Position: Applicant lists the position of the person completing the reference form.  
School/Business: Applicant lists the name of the organization of the person completing the form.  
Phone: Applicant lists the phone number for the person completing the form.

The applicant signs and dates the waiver of access to information provided by the reference and gives the form to three individuals who have knowledge of the applicant's abilities.

#### **The individual serving as a reference completes the bottom portion of the form by rating the applicant as they deem appropriate for each statement and answering each question based on their past experience and/or relationship with the applicant.**

The individual serving as a reference is encouraged to provide additional information on the back of the form that would be of value to the Camp Director in assessing the applicant's strengths and weaknesses.

### **Office Mechanics and Filing:**

The completed reference form is returned to the Camp Director and is attached to the candidate's CBG employment application. If the applicant is hired, this form becomes a part of their CBG employment files and is kept at Camp Burnt Gin for the period of employment. After camp is concluded, the file is maintained in the central Program Area in accordance with established DHEC filing and retention policies. If the applicant is not hired, this form along with the CBG employment application is maintained in the central Program Area in accordance with established DHEC filing and retention policies.