

## Open character reference


Dear Sir/Madam

The person named below is applying for a position on the Camp America programme in the United States. This reference serves to support the suitability of the applicant for our Counsellor, Campower and Resort programmes, all of which require high levels of responsibility, commitment and flexibility.


The ideal applicant should have a great sense of humour, enthusiasm, motivation and a caring nature. We also look for those who are well organised and have good team work experience. The specific roles each programme entails are as follows:




### CAMP COUNSELLOR

 Living and working with children between the ages of 6-16, often 24 hours a day for nine weeks. The position involves teaching/assisting with sporting, creative and outdoor activities. It is a role that requires excellent leadership skills and the ability to interact well with both co-workers and children.

### CAMPOWER

 Working as camp support staff, this role can range from kitchen, laundry and general maintenance work, to cabin cleaning and janitorial duties. As the days are long and often repetitive it is a role that requires stamina and a positive attitude as well as an ability to 'get on with the job' as part of a team.

### RESORT

 Working in a service role on an American Resort, which may be a hotel/motel, country club, mountain resort or conference centre. The role can range from housekeeping, guest services, administration, kitchen crew and maintenance duties. Resorts are looking for applicants who are independent, mature and have the ability to work well under pressure and have a positive attitude as well as ability to 'get on with the job'.

The person providing this reference must have known the applicant for a minimum of six months in a professional capacity, and have a sound knowledge of the applicant's character. They should also be able to make an objective assessment. This will be an open reference which the applicant will see. If you have any reservations you wish to share with Camp America in confidence, please contact the office indicated below:

- Camp America, 37A Queen's Gate, LONDON, SW7 5HR, UK.
- AIFS Deutschland, Baunscheidtstr. 11, 53113, Bonn, Germany.
- A.I.F.S. Australia, 288A Whitehorse Road, BALWYN, Victoria, 3103 Australia.

Your honest assessment is appreciated and will serve as a useful guide for a suitable placement to be made. As we are unable to proceed with the application without this reference your quick response would be welcomed. You may be contacted for a verbal reference once a placement is found.

Thank you for your time and attention.

**We do not accept references from family, friends or colleagues.**

**This section to be completed by applicant.**

**ALL SECTIONS ON REVERSE MUST BE COMPLETED BY THE REFEREE ONLY.**

Name of Applicant \_\_\_\_\_ Date of birth \_\_\_\_\_

Email address of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

Name of Interviewer \_\_\_\_\_ Date of Interview \_\_\_\_\_

**All references must be translated into English. The original must be attached. To be completed by Referee only.**

**NAME OF APPLICANT:** .....

**NAME OF PERSON PROVIDING REFERENCE:** .....

What is your relationship with the applicant?.....

How long have you known each other?.....

What contact have you had in the last year? .....

.....

Your contact address, telephone number and times available .....

.....

Email address of person providing reference – if applicable .....

In relation to the following areas please assess the applicant's suitability for camp/resort. Please use the explanation line to clarify your assessment, particularly when marking C or D. If you do not have sufficient knowledge of a particular area please note this on the explanation line.

A = Completely suitable for Camp/Resort                      B = Well suited                      C = Satisfactory                      D = Unsuitable

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>Explanation</b>
Attitude	<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"/>	.....
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Honesty	<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"/>	.....
Motivation/Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Energy/Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
General Health & Fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Ability to interact with:</b>					
Authority figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Ability to cope with:</b>					
Alcohol ban/restriction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Smoking ban/restriction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
New situations/stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Please explain further any C or D assessment .....					
.....					

Given your assessments above, please discuss the applicant's suitability as a role model for children .....

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Why would you recommend/not recommend the applicant for the Camp/Resort America programme?.....

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**Signature** .....

**Date** .....

**Please confirm the authenticity of this reference by verifying with a college/business stamp or a signed business card/piece of letterhead.**  
Thank you for your assistance.

Please stamp here

**OFFICE USE ONLY** REFERENCE VERIFIED Initials .....