



# VOLUNTEER RECOMMENDATION FORM

**PAT CIAMPA, VOLUNTEER COORDINATOR**

CAMP WARWICK AT THE WARWICK CONFERENCE CENTER, P. O. BOX 349, WARWICK, NY 10990  
845-986-1164 / Fax: 845-986-8874 / Email: warwickcc@optimum.net

**TO THE APPLICANT:** Please complete the information below. Type or print your information clearly. Send or give this Reference Form to the person providing the reference\*, along with a stamped, return envelope addressed to the Camp Warwick address listed above.

Name of Applicant: \_\_\_\_\_  
First Name MI Last Name

Address: \_\_\_\_\_  
Street Address City State Zip

I, \_\_\_\_\_ am applying for a position as a Camp Warwick VOLUNTEER Counselor. Your frank appraisal will assist the directors in evaluating my qualifications and abilities. Thank you.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*REFERENCES CANNOT BE ACCEPTED FROM FAMILY, FRIENDS OR EMPLOYEES OF THE WARWICK CONFERENCE CENTER AND CAMP WARWICK.**

## TO THE PERSON COMPLETING THIS REFERENCE/RECOMMENDATION:

It is the desire of the Camp Warwick directors to hire staff that are trustworthy and capable of caring for and disciplining our campers, including our specially-abled campers (children and adults). It is imperative that all volunteer staff be positive spiritual role models for our campers (ages 5-adult). Please evaluate the applicant as you have seen him/her in daily life or in church settings. Your response will become part of the applicant's confidential file. Thank you for your time and effort in filling out this questionnaire.

What is your relationship to the applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Source for evaluation:  records  memory  both

How would you rate the applicant in the following areas?

### Christian Witness

- excellent . . . .faith is evident in entire life
- good . . . . .faith is an important part of life
- average . . . .faith is evident
- poor . . . . .faith is sometimes part of life
- not able to judge

### Emotional Stability

- excellent . . . . .exceptionally stable and consistent
- good . . . . .well balanced in most situations
- average . . . . .usually well balanced
- poor . . . . .moody or emotionally inconsistent
- not able to judge

### Cooperation With Others

- excellent . . . .deeply sensitive to other's needs
- good . . . . .usually cooperative with others
- average . . . . .cooperates when convenient
- poor . . . . .difficult to work with
- not able to judge

### Leadership

- excellent . . . . .a leader of leaders
- good . . . . .leads when called upon
- average . . . . .more inclined to follow than lead
- poor . . . . .negative influence
- not able to judge

**Motivation / Initiative**

- excellent . . . . .highly self-motivated
- good . . . . .effectively motivated
- average . . . . .usually purposeful
- poor . . . . .purposeless
- not able to judge

**Integrity**

- excellent . . . . .consistently trustworthy
- good . . . . .generally honest and true
- average . . . . .may stretch the truth
- poor . . . . .questionable
- not able to judge

**Responsibility**

- excellent . . . . .diligently follows through on tasks
- good . . . . .follows through on tasks
- average . . . . .usually follows through on tasks
- poor . . . . .only follows through when required
- not able to judge

**Judgment**

- excellent . . . . .consistently makes wise decisions
- good . . . . .puts good thought into decisions
- average . . . . .puts a little thought into decisions
- poor . . . . .hasty or indecisive (circle one)
- not able to judge

**Work Ethic**

- excellent . . . . .gives 100%
- good . . . . .puts in a fair day's work
- average . . . . .does enough to get by
- poor . . . . .lazy
- not able to judge

**Communication**

- excellent . . . . .articulate in all groups
- good . . . . .usually gets thoughts across well
- average . . . . .gets thoughts across, but hesitant
- poor . . . . .has difficulty articulating thoughts
- not able to judge

**Other Traits:** *Please mark some of the words that best describe this applicant.*

- |  |                                     |                                    |                                       |  |                                     |
|--|-------------------------------------|------------------------------------|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> humorous      | <input type="checkbox"/> friendly   | <input type="checkbox"/> confident | <input type="checkbox"/> mature       | <input type="checkbox"/> wise          | <input type="checkbox"/> consistent |
| <input type="checkbox"/> entertaining  | <input type="checkbox"/> meticulous | <input type="checkbox"/> arrogant  | <input type="checkbox"/> hyperactive  | <input type="checkbox"/> spontaneous   | <input type="checkbox"/> analytical |
| <input type="checkbox"/> aggressive    | <input type="checkbox"/> rude       | <input type="checkbox"/> blunt     | <input type="checkbox"/> hard to read | <input type="checkbox"/> shy           | <input type="checkbox"/> determined |
| <input type="checkbox"/> negative      | <input type="checkbox"/> withdrawn  | <input type="checkbox"/> excitable | <input type="checkbox"/> caring       | <input type="checkbox"/> noisy         | <input type="checkbox"/> assertive  |
| <input type="checkbox"/> contemplative | <input type="checkbox"/> perceptive | <input type="checkbox"/> helpful   | <input type="checkbox"/> immature     | <input type="checkbox"/> irresponsible | <input type="checkbox"/> reliable   |

**Moral Character:** *To your knowledge, has this person . . .*

- Ever been charged with or convicted of a crime or a DUI?  yes  no
- Ever been subject of a charge of unethical or immoral conduct or behavior?  yes  no
- Ever engaged in or been the subject of a charge of sexual misconduct?  yes  no

*If you answered "yes" to any of these questions, please provide all relevant information.*

What do you consider to be this applicant's strengths? \_\_\_\_\_

What areas in the applicant's life need improvement? \_\_\_\_\_

If you had a child in grades K-12, how would you feel about this applicant being your child's mentor? \_\_\_\_\_

What is your overall evaluation of this applicant? \_\_\_\_\_

I would . . .

- |  |  |
|--|--|
| <input type="checkbox"/> highly recommend this applicant           | <input type="checkbox"/> not recommend this applicant at all     |
| <input type="checkbox"/> recommend this applicant                  | <input type="checkbox"/> prefer to discuss this further by phone |
| <input type="checkbox"/> recommend this applicant with reservation | <input type="checkbox"/> Please give me a call                   |

\_\_\_\_\_  
Reference Name (please print)

\_\_\_\_\_  
Reference Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Daytime Phone No.