



The Light on the Mountain

Camp Transfiguration

c/o 41 Catherine Place
Dollard des Ormeaux, Quebec, Canada H9G 1J4
Email: info@camptransfiguration.org
www.camptransfiguration.org

Lay Reference Form

INSTRUCTION FOR THE APPLICANT: It is recommended that your references come from a variety of sources, such as a teacher, coach, or supervisor, someone with whom you are in daily/regular contact. We will not accept a reference from relative or a member of the Camp Transfiguration Staff.

Please complete this part before giving it to your references.

I, the undersigned, have agreed to waive my right to read this reference. After my reference completes this form, I will collect this reference inside an envelope with my reference's signature over the sealed flap, and I will either send it together with all other application materials or arrange to have it sent directly to the camp by the Monday, May 3 deadline.

Applicant Name (print)	Applicant Signature	Date

INSTRUCTIONS FOR REFERENCES WRITER: After completing this form, please place it in an envelope and sign your name over the sealed outside the flap, and return to the applicant. Your prompt completion of the form is greatly appreciated. If you prefer, you may mail the form directly to us at the above address. Thank you for your time and your valued assistance.

How long have you known the applicant? _____

In what capacity? Please Check which apply:

Coach Employer/Supervisor (in what setting?) _____
 Teacher Other: _____

Part 1: Narrative Evaluation

1. What talents or strengths do you think the applicant will bring to the camp setting?

2. All staff members face challenges during their time at camp. Some challenges are a result of the tremendous responsibility placed on camp staff. Other challenges stem from personal weakness, which all human beings have. Which difficulties do you think the applicant would be mostly to encounter if selected to be a staff member, based on his or her unique challenges?

Part 2: Rating of Personal Qualities

No one candidate will excel in all areas listed below. Please candidly evaluate the applicant based on your observed knowledge using the following scale definitions. Please circle one for each category.

<i>In my opinion, the applicant:</i>	<i>Completely Agree</i>	<i>Agree</i>	<i>Somewhat Agree</i>	<i>Disagree</i>	<i>Completely Disagree</i>	<i>No basis for rating</i>
Can be depended on to follow through with responsibilities	CA	A	SA	D	CD	NB
Seems more mature than his/her peers	CA	A	SA	D	CD	NB
Is considered by most to be a motivated person	CA	A	SA	D	CD	NB
Is perceptive to situations going on in his/her surroundings	CA	A	SA	D	CD	NB
Shows initiative in taking on responsibility	CA	A	SA	D	CD	NB
Demonstrates good judgment in decision making	CA	A	SA	D	CD	NB
Shows leadership in either official and/or unofficial capacities	CA	A	SA	D	CD	NB
Is sensitive to the needs of others	CA	A	SA	D	CD	NB
Should be entrusted with the care of children	CA	A	SA	D	CD	NB
Demonstrates good problem solving skills	CA	A	SA	D	CD	NB
Manages his or her time well	CA	A	SA	D	CD	NB
Works as a team member	CA	A	SA	D	CD	NB
Would probably respond well in crisis situations	CA	A	SA	D	CD	NB
Would be easily entrusted with the care of my own children	CA	A	SA	D	CD	NB
Accepts direction from those in authority	CA	A	SA	D	CD	NB
Is a source of inspiration to others	CA	A	SA	D	CD	NB
Gets along well with most people	CA	A	SA	D	CD	NB

If needed, may we contact you for further information? Yes No

Name: _____ Daytime Phone #: _____

Address: _____ Email Address: _____

City, State/Province, Zip/postal code: _____

To the best of my knowledge, all statements made or indicated on this Reference Form are true and represents my honest appraisal of the qualifications of the applicant.

Reference Writer Name (print)

Reference Writer Signature

Date