



# CAMP TRANSFIGURATION

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## Lay Reference Form

### Instructions 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 a relative or a member of the Camp Transfiguration Staff.

**YOU MUST PROVIDE A LAY REFERENCE FORM IF YOU HAVE NEVER BEEN ON STAFF.**

*Please complete this part before giving it to your reference:*

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 deadline date.

\_\_\_\_\_  
*Applicant Name (print)*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

### Instructions for the Reference Writer

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

Name: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

For how long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? (please specify your role, theirs and the context):  
\_\_\_\_\_

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

### Part 1: Narrative Report

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

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

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

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

Reference Writer Name (print)

Reference Writer Signature

Date