



CAMP WEBB
an outdoor ministry of the
Episcopal Diocese of Milwaukee

NEW STAFF APPLICATION REFERENCE REQUEST FORM

Name of Applicant: _____

Signature of Applicant: _____ Date _____

The person whose name is listed above has applied for a job with CAMP WEBB and is requesting that you serve as a reference. He/she has authorized CAMP WEBB to obtain this information and has release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to CAMP WEBB from any and all liability for any damage for giving this information. Please provide whatever evaluation you are able to offer based on your relationship with the applicant. CAMP WEBB is an Episcopal Summer Camp run by the Episcopal Diocese of Milwaukee for children and youth.

Name of Reference: _____

Position/Relationship with the applicant: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell phone: _____

Please respond to the following questions:

- 1) How well do you know the applicant? Casually Fairly Well Well Very Well
- 2) How many years have you known the applicant? _____
- 3) In what capacity do you know the applicant? (teacher, friend, employer, coworker, priest, etc.) _____
- 4) In your opinion, what are the applicant's strengths?
- 5) In your opinion, what does the applicant need to work on to become a stronger leader?

Enthusiastically Recommend Strongly Recommended Recommended
Recommended with reservations Not Recommended

6) How would you summarize your recommendation for this applicant?

Please mark a box for each statement, making comments if you choose.

	Outstanding	Adequate & Consistent	Quality varies	Inconsistent and/or inadequate	Unacceptable	Not Applicable
Takes initiative to seek out information and/or help from adults or peers						
Initiates ideas or suggestions						
Volunteers to accept responsibility						
Completes tasks willingly and with enthusiasm						
Is on time for class or work						
Objectively analyzes situations and responds with mature judgment						

Please mark the phrase that most accurately describes the applicant:

When given a task or responsibility the applicant:

- Works independently and takes initiative to start new tasks
- Carries out routine activity
- Frequently requires detailed instructions with regular oversight/supervision
- Irresponsible/careless, even with supervision

When given suggestions or constructive criticism, the applicant:

- Asks for suggestions or input
- Follows suggestions willingly
- Listens to suggestions, but may act without considering them
- Resents suggestions or redirection

When working with others for the good of the group or to reach a goal, the applicant:

- Works cooperatively for the benefit of the community or group, regardless of benefit to self.
- Gives limited cooperation; neglects common good for own interests

Please share any additional comments, using additional paper if necessary.

To your knowledge, is there any reason why it might not be in the best interest of Camp Webb to accept this application as a summer staff member? YES NO

Signature of reference _____ Date _____

Printed name of reference _____

Please return to:

Return to: Rev. Elizabeth Tester 413 S 2nd St, Watertown, WI 53094

Phone: 920-261-1150 saint413paul.rector@gmail.com

If you have any questions, please feel free to contact me at any time.

<http://www.diomil.org/forming-disciples/camp-webb/>