

**YMCA of McHenry County – Camping Services  
Reference Request Form**

**Applicant: Please complete top section before giving to reference.**

TO: \_\_\_\_\_ FROM: Graham Little, (Person  
from whom you are requesting a reference) Director of Camping Services

Applicant name: \_\_\_\_\_ has applied for a staff position with YMCA of McHenry County – Camping Services and has given your name as a reference.

I, \_\_\_\_\_ give permission for \_\_\_\_\_  
(Applicant name) (Reference)  
to release to YMCA of McHenry County – Camping Services information regarding past work performance and assessment of qualifications for desired position.

The goal of YMCA of McHenry County – Camping Services is to provide campers with a quality recreational outlet and an opportunity to learn new social skills. Staff are expected to deal with a wide range of group and individual behavior, have a variety of leadership skills, and work very closely with other staff and with campers.

Your assessment of this applicant's readiness for such an experience is vital to any hiring decision. Your prompt attention to this matter will be greatly appreciated. Please rate the applicant on the following characteristics with **1 being poor** and **5 being excellent**. Feel free to comment as appropriate. **Please complete both sheets of this form.** Be sure to sign your completed evaluation. Thank you for your time.

| <b>Characteristic</b>                 | <b>5</b> | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> | <b>Specific Comments</b> |
|---------------------------------------|----------|----------|----------|----------|----------|--------------------------|
| Poise & Self Confidence               |          |          |          |          |          |                          |
| Ability to take direction/supervision |          |          |          |          |          |                          |
| Dependability                         |          |          |          |          |          |                          |
| Flexibility                           |          |          |          |          |          |                          |
| Empathy                               |          |          |          |          |          |                          |
| Energy                                |          |          |          |          |          |                          |
| Maturity                              |          |          |          |          |          |                          |
| Judgment                              |          |          |          |          |          |                          |
| Leadership                            |          |          |          |          |          |                          |
| Honesty                               |          |          |          |          |          |                          |
| Cultural Sensitivity                  |          |          |          |          |          |                          |

Please describe the extent of your contact with the applicant and your knowledge of their abilities.

Please comment on this applicant's ability to work as part of a team.

Often, the position for which this applicant has applied will become demanding. Please describe a time you observed the applicant handling demands on a job or in another setting.

Would you feel comfortable leaving a child in this person's care? Please describe your reasons.

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

In what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Title

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Thank you for your assistance. Please return as soon as possible to:  
YMCA of McHenry County – Camping Services  
701 Manor St.  
Crystal Lake, IL 60014  
Attn: Graham Little