



## 4-H Memorial Camp Employment Reference Form



**Illinois Extension**  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

I am completing this employment reference form on behalf of:

The person named above has applied for a role at 4-H Memorial Camp for the 2025 camping season. Your honest review of the candidate will provide critical information and will assist us in determining if the applicant is suitable for employment.

In what capacity do you know the applicant?

How long have you known the applicant?

If the applicant has worked for you, what position did they hold and for how long did they hold this position?

On a scale from 1 to 10, how would you rate their overall performance?

Would you rehire this individual?  Yes  No

If no, why not?

What are the applicant's strengths?

In what ways can the applicant improve?

What extracurricular activities is the applicant involved with (sports, clubs, etc.)?

The applicant will be working with children ages 8-16 in an outdoor setting. Briefly indicated how the applicant has fared in similar situations in the past or (if not applicable) how you believe they will fare in this position?

Is the application the type of person that you would want as a counselor for your child(ren)? Please explain.

How would you describe the applicant's character?

Have you ever observed any problems or are you aware of any significant complaints about the applicant from other staff, parents, customers, or other? If yes, please explain.

If the applicant worked for you, how would you describe their relationship with their co-workers?

What qualities such as leadership, organization, or dedication could this applicant bring to 4-H Memorial Camp?

Please share any other details that you believe the hiring staff should know about the applicant.

Thank you for taking the time to provide 4-H Memorial Camp with information that is critical to our hiring process. Your responses will be treated as confidential and will not be shared with the applicant. You may be contacted and asked to provide any clarifying information regarding the applicant.

Name:

Phone Number:

Email Address:

Preferred Contact method:  Phone  Email

