



**PLEASE RETURN IMMEDIATELY TO:**

Bradford Woods  
Attention: Staffing Coordinator  
5040 State Road 67 North  
Martinsville, IN 46151  
Phone (Voice): (765) 342-2915 (TTY): (765) 349-5117  
Fax: (765) 349-1086 Website: [www.bradwoods.org](http://www.bradwoods.org)

**CONFIDENTIAL REFERENCE FOR APPLICANTS**

The applicant named below wishes to be considered for employment with Bradford Woods Outdoor Center. Your name has been given as one who has knowledge of this applicant's personal and professional qualifications. It is important that she/he enjoys and understands children and adults of all ability levels, works well with other adults, and has a sincere love for outdoor education/recreation. Your objective and frank appraisal of this applicant will help us make proper selections and placements.

Applicant's name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Position applied for: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Indiana University is an equal employment affirmative action employer committed to excellence through diversity.*

I have applied to Bradford Woods for employment and I request that they be fully advised of my work record, general qualifications, and your knowledge of me on a professional level. I, therefore, request that you furnish the necessary information and hereby release you from any and all liability for damages from providing the information requested.

\_\_\_\_\_

Signature of Job Applicant

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

In what capacity? \_\_\_\_\_

List the strengths related to the position for which the applicant is applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List weaknesses related to the position for which the applicant is applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you seen this person in a leadership role with children?    Yes    No

If yes, in what way? \_\_\_\_\_

\_\_\_\_\_

Please rate the applicant in the following areas:

	Outstanding	Above Average	Average	Below Average	Don't Know
Willingness to cooperate					
Ability to handle stress					
Ability to pace self					
Sense of humor					
Enjoyment of the outdoors					
Willingness to learn					
Reactions in a crisis					
Ability to see things to completion					
Caring and patient with children					
Takes Initiative					
Leadership potential					
Positive role model for youth					
Ability to follow directions					
Tolerance of others					
Ability to supervise other adults					
Dependability and promptness					
Honesty					
Emotional maturity					
Acceptance of feedback/evaluations					
Resourcefulness					
Teaching ability					
Communication skills					

If you were sending your child to camp, how would you feel about this person as his/her counselor or instructor? Would this applicant present a positive role model for Bradford Woods and the participants? Would you be willing to place your child, a child with special needs, or adults under the applicant's leadership and supervision? \_\_\_\_\_

**Additional comments:** \_\_\_\_\_

Your name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Organization/Address: \_\_\_\_\_

Position / Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail address: \_\_\_\_\_

May we contact you for more information on this staff, if necessary?      Yes                  No