

**STAFF REFERENCE FORM**

Return to: 40 Maple Ave., Armonk, NY 10504

Fax: 914-273-2139

Email: [Recreation@northcastleny.com](mailto:Recreation@northcastleny.com)

Applicant Name: \_\_\_\_\_

Position:  Kick-A-Poo  Chippewa  Pool  Other

Reference Name: \_\_\_\_\_

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

Association with Applicant:  Former Employer(ee)

Teacher / Coach

Religious Organization

Friend

Other (Explain): \_\_\_\_\_

Length of Association: \_\_\_\_\_

To the best of your ability, please rate the applicant in the following areas based on your experience with them:

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>FAIR</u>	<u>POOR</u>	<u>NOT OBSERVED</u>
1. Integrity / Character	<input type="checkbox"/>				
2. Maturity	<input type="checkbox"/>				
3. Reliability / Dependability	<input type="checkbox"/>				
4. Leadership Ability	<input type="checkbox"/>				
5. Interpersonal Skills	<input type="checkbox"/>				
6. Time Management	<input type="checkbox"/>				
7. General Enthusiasm	<input type="checkbox"/>				
8. Creativity	<input type="checkbox"/>				
9. Appearance / Hygiene	<input type="checkbox"/>				
10. Co-Operational Skills	<input type="checkbox"/>				
11. Personal Conduct	<input type="checkbox"/>				
12. Respect of Authority Figures	<input type="checkbox"/>				
13. Response to Constructive Criticism or Suggestions	<input type="checkbox"/>				
14. Ability to Relate to and form Rapport with Children	<input type="checkbox"/>				
15. Cooperation with Co-Workers and Peers	<input type="checkbox"/>				

Please provide any other positive or negative feedback you may have on the Applicant and their ability to fulfill their desired position; all information provided is confidential: \_\_\_\_\_

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

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Organization)

\_\_\_\_\_  
 (Title)

<b>Office Use ONLY</b>	
Received: _____	By: _____
Follow Up: _____	By: _____