



MERRICK WOODS
1075 Merrick Avenue, Merrick NY 11566 483-7272

**Country Day
School**

Dear Sir or Madam:

Your name has been submitted as a reference for the individual listed below. He/She has applied for a position of counselor at our summer program. We hope that you will be able to assist us in assessing the individual's personality and other skills necessary for such a position.

Name of Applicant _____

Your Name _____

Relationship to applicant _____ Length of time known _____

Please indicate the appropriate rating for the following areas:

MATURITY excellent___ above average___ average___ poor___

CHARACTER excellent___ above average___ average___ poor___

LEADERSHIP excellent___ above average___ average___ poor___

MOTIVATION excellent___ above average___ average___ poor___

DEPENDABILITY excellent___ above average___ average___ poor___

JUDGEMENT excellent___ above average___ average___ poor___

COMMUNICATION SKILLS excellent___ above average___ average___ poor___

ENTHUSIASM excellent___ above average___ average___ poor___

WORK ETHIC excellent___ above average___ average___ poor___

(please complete reverse side)



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From your knowledge, how well does this individual relate to children?

How well does this individual relate to co-workers, peers, and supervisors?

Would you feel comfortable having the applicant as a counselor for your child?

Please share any other comments which would help us with our hiring decision:

Thank for your time in completing this form. Someone from our staff will contact you to verify the information submitted

Signature _____ Title _____

Print Name _____ Phone (____) _____

Organization _____ E-mail _____

Merrick Woods Staff Only

Contact Date:

By:

Additional Comments: