

**Rye Recreation  
APPLICANT REFERENCE FORM**

Applicant's name: \_\_\_\_\_

I have given your name as reference to Rye Recreation. I agree to release you, your firm or corporation from any liability from information you may provide.

Reference's Name: \_\_\_\_\_ Day time phone: \_\_\_\_\_

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

This person has applied for a position at the Rye Recreation Department. Because the applicant will be working closely with Children, it is important that we have a clear picture of the applicant's abilities, personality and background. Please circle the number on the scale, which best represents the qualities that you have observed in the applicant. All information given is confidential.

	<b>Unobserved</b>	<b>Superior</b>		<b>Average</b>		<b>Poor</b>
Responsibility	0	1	2	3	4	5
Self confidence	0	1	2	3	4	5
General appearance	0	1	2	3	4	5
Customer Service	0	1	2	3	4	5
Maturity	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Ability to accept criticism	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Leadership ability	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Initiative & follow-up	0	1	2	3	4	5
Honesty & integrity	0	1	2	3	4	5
Cooperation with others	0	1	2	3	4	5

How long have you known the applicant and in what relationship?

\_\_\_\_\_

Would you like this person to be your child's counselor? Why or why not?

\_\_\_\_\_

Other comments: Strengths or weaknesses?

\_\_\_\_\_

Please return to:  
Rye Recreation Department  
281 Midland Avenue  
Rye, NY, 10580  
Attn: Camp Employment  
or submit a written recommendation to: recreation@ryeny.gov