



Winter Offices: 1702 Yost Road  
 P. O. Box 1862, Blue Bell, PA 19422  
 (215) 343-8840 • FAX (610) 279-4463

www.diamondridgecamps.com

Summer: 1965 Deer Run Drive  
 P. O. Box 297, Jamison, PA 18929  
 (215) 343-8840 • FAX (215) 343-8849

## EMPLOYMENT REFERENCE

**Directions to Applicant:**

Complete all the information in this box PRIOR to giving this form to your reference. This person should be a supervisor, coach, employer, youth group advisor, teacher, etc., not a personal friend and NOT someone currently employed by Diamond Ridge Camps.

Name of your Reference \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**I hereby release employers and other sources from all liability in responding to this Reference Inquiry.**

Applicant's Name (please print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if minor) \_\_\_\_\_

The above-named applicant is seeking employment with Diamond Ridge Camps and has authorized such to check references. We will, of course, hold in confidence the information you furnish. Your assistance is greatly appreciated.

What is your connection with the applicant? \_\_\_\_\_

How long have you known him/her? (give dates) \_\_\_\_\_

If you have employed him/her, please state in which capacity. \_\_\_\_\_

Why did he/she leave your employ? \_\_\_\_\_

If you had a position available, would you re-hire this person? Why or why not? \_\_\_\_\_

Please rate him/her on the following from your observations:

	Good	Fair	Poor	Comments
<u>Attitude</u>				
<u>Cooperation</u>				
<u>Enthusiasm</u>				
<u>Flexibility</u>				
<u>Initiative</u>				
<u>Leadership</u>				
<u>Responsibility</u>				
<u>Takes criticism well</u>				
<u>Attendance/Promptness</u>				
<u>Loyalty &amp; Honesty</u>				

Additional Comments: \_\_\_\_\_

Print your Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Organization/Company: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Return to: PO Box 1862, Blue Bell, PA 19422 • Attention: Dale Batterman • dale@diamondridgecamps.com