



Holmes Presbyterian Camp and Conference Center

60 Denton Lake Road  
Holmes, NY 12531  
845-878-6383 office  
845-878-7824 fax

Dear \_\_\_\_\_ (name of reference)

Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone #  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ State Zip

(Applicants Name) \_\_\_\_\_ has applied for a position on the staff at Holmes as a member of the

summer staff for camp \_\_\_\_\_  
summer volunteer \_\_\_\_\_

This applicant has given your name as a reference, and your assistance in correctly evaluating his or her experience record in the areas listed below will be appreciated. This information will be of the greatest help to the applicant if returned immediately in the enclosed self-addressed envelope. Information given will be considered confidential.

Please make an evaluative statement in each of the areas listed below, as well as answer the questions following, and any additional comments you feel would be helpful.

In Christ,

Rev. Peter D. Surgenor  
Executive Director

Robin D. Garzoni  
Program Director

**EVALUATION**

**In what capacity and for what length of time have you known the applicant?**

**PERSONAL APPEARANCE:**  
Neatness in grooming, etc.

**PHYSICAL HEALTH:**  
Posture, energy, endurance,  
Disabilities or handicaps, etc.

**EMOTIONAL HEALTH:**  
Adjustment, objectivity,  
emotional maturity, tolerance,  
stability, common sense, etc.

(Over)

**PERSONALITY :**

Poise, tact, adaptability,  
cooperation, interests, etc.

**INTELLIGENCE :**

Alertness, ability to  
accept responsibility, etc.

**CHRISTIAN CHARACTER :**

Integrity, loyalty, sincerity,  
reliability, social skills, etc.

**TECHNICAL SKILLS :**

Ability to teach, group  
leadership, supervisory skills, etc.

**FLEXIBILITY :**

Ability to cope with new  
situations, etc.

1. **Would you employ this applicant for a position working with and around children? (Why or why not?)**

2. **Do you recommend this person for employment? (Why or why not?)**

**ADDITIONAL COMMENTS :**

Your Signature \_\_\_\_\_

Title: \_\_\_\_\_

email \_\_\_\_\_

Date: \_\_\_\_\_

Day Phone

Number: \_\_\_\_\_