



Summer@Potomac

The Potomac School
1301 Potomac School Road, McLean, VA 22101

Recommendation Form

Applicant's Name: _____

The person named above is applying for a position at Summer@Potomac. Our staff members work closely with children of all ages and ability levels. We look for prospective employees who enjoy children and who have the maturity, energy and initiative to work in a lively camp setting. We value your insights into the applicant named above, and we appreciate your time and honesty in completing this recommendation form. When completed, please return the form to the Director of Auxiliary Programs at the address above. Thank you.

1. In what capacity do you know this applicant? _____
2. How long have you known this applicant? _____
3. Please rate this applicant in the following areas. Please mark NA (not applicable) for any areas in which you have no knowledge of this applicant.

	High				Low	
	N/A	5	4	3	2	1
enjoys being with children						
positive & supportive of/toward children						
understands individual & cultural differences						
has skills/abilities to share with children						
sense of humor						
patience						
enthusiasm						
motivation & initiative						
maturity						
friendliness						
ability to work as a team member						
ability to take suggestions & guidance						
ability to communicate effectively						
interacts well with co-workers/peers						
punctual to job/class						
conscientious about work and responsibilities						

4. What three words come to mind when you think of this applicant?
5. Is there any reason this applicant should not be hired for a position working with children in a summer camp setting? Yes No
6. To the best of your knowledge, does this applicant have any legal troubles or criminal record? Yes No

Please use the ~~gmbx~~ page if you have additional comments about this applicant

Please print your name: _____

Address: _____

Daytime phone number(s): _____ Email: _____

Signature: _____ Date: _____



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