



Request for Reference for Job Applicant
RECREATION Department
 20 Sanderson St. Greenfield, MA 01301 (413) 772-1553

Office Rec'd. ___/___/20___
 City of Greenfield
 Christy.moore@greenfield-ma.gov

To (person giving Reference): _____

Applicant's Name: _____ is applying for a part time and/or seasonal position with this department and has given your name as a reference. This becomes a part of the personnel file and is required before an interview is set. A return at your earliest convenience is appreciated.

Position(s) Applying For: _____

For your information: Most positions with this department include direct public contact, working with children and/or people of all ages. Many positions require special certifications or skills, including leadership ability. Some require handling confidentialities, handling money, detailed record keeping. Some positions involve supervising children, other leaders or participants. These require high level of responsibility and alertness, as they are usually outdoors or in a gymnasium and will have multiple participants, involve group dynamics; some activities include risk (in and around water, hiking, sports etc). If you have questions, please call me. Thank you for your assistance and input.

Christy Moore, Director of Recreation

1. How long have you known the applicant? _____
2. In what capacity? _____
3. Do you feel this person would be a good role model for children? _____
4. Do you feel this person can lead or supervise: Young Children? _____ Older Children? _____ Teens? _____
 Peers? _____ Adults? _____ Small Groups? _____ Large Groups? _____
5. **Mark as Follows: 1 = poor 2 = average 3 = above average 4 = exceptional NA = Do not know/does not apply**

Comments if any

- ___ Sense of Safety _____
- ___ Ability to work with others _____
- ___ Sense of Responsibility _____
- ___ Reliability _____
- ___ Work Ethic _____
- ___ Integrity _____
- ___ Cooperates with others _____
- ___ Patience _____
- ___ Follow through on Directions _____
- ___ Courtesy to/ respect of others _____
- ___ Promptness _____
- ___ Work without close supervision _____
- ___ Is s/he neat _____
- ___ Uses Common Sense _____

Also Complete Side 1

6. Would you place your own child in her/his care? _____

7. Do you know or expect that s/he
a) would be able to teach or lead activities to others- Now? _____
with training and orientation? _____
b) would be receptive to on-the-job supervision and constructive criticism ? _____
c) is able to work in a flexible atmosphere, accept change? _____
d) would be fun and able to have fun with participants? _____
e) would be receptive to doing pre-and post-program / event/ site duties such as set-up, cleaning (some
positions include custodial tasks in rest rooms, grounds or other program locations) _____
f) learns quickly and can apply what s/he has learned _____

8. Do you think s/he would handle discipline problems well, is able to be firm when needed ? _____

9. Do you think s/he would be able to handle problems with /complaints from adults (parents of participants
and adult participants/ park visitors): _____

10. Do you think s/he can handle large sums of money accurately, and do accurate record keeping, bank
deposits ? _____

11. We recognize that everyone has strengths and weaknesses. PLEASE tell us of anything you feel might
be a deterrent to this person performing the position for which s/he is applying:

12. What do you think are his/her greatest strengths? _____

Print Name _____ Title / Position _____

Address _____

No. Street

City/Town

Zip

email address _____

(____) _____
phone

Signature _____

Date _____

You may attach another sheet if you wish.

Thank You. Please RETURN THIS FORM TO:

Director / Greenfield Recreation / 20 Sanderson St. / Greenfield, MA. 01301

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