

English For Kids Full Immersion Summer Programmes

REFERENCE FORM

Please return as soon as possible. Your application cannot be processed until we have received this reference form.

APPLICANT:

Name _____ Surname _____

is an applicant for the position of English teacher _____ / camp counsellor _____

at the English For Kids Full Immersion Summer Programmes in Austria.

We would appreciate your frank appraisal of the candidate who must work and live with young people in the camp environment. Thank you.

1. How long have you known the applicant? _____

In what capacity? _____

2. Have you employed this applicant? _____

How long? _____ In what capacity? _____

3. Would you hire this person to be responsible for young children and young adults?

4. Please rate the applicant on the factors below by placing an X in the appropriate column.

FACTORS	Always	Usually	Rarely	Never
1. Displays positive attitude				
2. Shows enthusiasm at work				
3. Demonstrates desire to learn				
4. Completes tasks without frequent reminders				
5. Accepts supervision				
6. Can work well under stress				
7. Understands young people				
8. Works and relates well with others				
9. Adapts well to new situations				
10. Responds well to criticism				
11. Demonstrates emotional maturity				
12. Takes initiative to promote new ideas				

ENGLISH FOR KIDS

5. If applicant is/was an employee:

- a. Did this person learn the job easily? YES_____NO_____
- b. Did he/she work independently, without regular supervision required? YES_____NO_____
- c. Did he/she adapt readily to a sudden change of schedule? YES_____NO_____
- d. Would he/she cheerfully help with overload work? YES_____NO_____
- e. How did he/she work under pressure? VERY WELL FAIR POOR
- f. Would you rehire this person YES_____NO_____

6. How would you classify this candidate as a potential staff member?

- _____ excellent, should receive top priority
- _____ very good, should be among those interviewed
- _____ good, but does not stand out over others at same level
- _____ I do not recommend this person for your programme

References may be contacted for verification of information.

Reference´s Name_____

Position_____

Address_____

Telephone_____ E-mail Address _____

Stamp and signature_____

Please return promptly to:

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