



Camp O-AT-KA, Inc.

LETTER OF RECOMMENDATION

To the Applicant: This letter of Recommendation is a confidential communication between the author and the camp. It will become a part of your application file, and, if you are employed by O-AT-KA, it will become a permanent part of your personal file.

I do waive my right to view or to have access to this document.
 do not

Applicant Signature: _____ Date: _____

_____ Has applied for employment as a counselor C.I.T. other _____
At Camp O-AT-KA, a residential summer camp for boys age 8 – 15. This is a job requiring maturity, understanding, sensitivity, and viable relationship with young boys and other staff. Your honest answers to the following questions will help us in our effort to employ appropriate, quality staff members.

1. How long have you know the applicant? _____
2. In what capacity? _____
3. Please rate the applicant's qualifications on a scale of 1 to 10, with 10 being the highest or best. Please mark with an "X" if you are not qualified to rate a given qualification. We recognize that no one is perfect. Please give as realistic an evaluation as possible.

Suggested scale: 1. bad 4. below average 7. good 10. truly exceptional
2. poor 5. average 8. very good
3. weak 6. fair 9. excellent

_____ maturity	_____ sensitivity	_____ initiative	_____ sense of humor
_____ judgment	_____ friendliness	_____ work ethic	_____ optimism
_____ honesty	_____ manners	_____ teamwork	_____ self-esteem
_____ attitude	_____ appearance	_____ teaching skills	_____ respect for others
_____ character	_____ energy	_____ leadership	_____ emotional stability

4. What are the applicant's strengths? (Be specific and give examples if possible.)
5. What are the applicant's weaknesses?
6. Briefly discuss how the applicant handles authority and responds to instructions from supervisors.

7. Do you have any reservations about the applicant's potential for successful employment at a camp for boys?

8. Given our critical concern with the issues of child abuse and neglect, do you feel that this applicant is able to deal appropriately and intelligently with children in full recognition of their personal rights?

9. Discuss briefly the kind of first impressions that applicant would leave on parents who must entrust their child to the applicant's care.

10. I recommend this applicant for employment at Camp O-AT-KA

enthusiastically with confidence with reservations not at all

Please feel free to add additional comments in the space below. If you have questions, please feel free to call Steven Ramage, Executive Director at (207) 787-3401. Thank you for taking the time to complete this form. Your opinions are very much appreciated.

Completed form should be mailed to: Steven Ramage
 Camp O-AT-KA
 593 Sebago Road
 Sebago, ME 04029

YOUR NAME _____ TITLE _____
(Please print)

ADDRESS _____ TEL (____) _____

CITY/STATE _____ ZIP _____

SIGNATURE _____ DATE _____

- I would like to receive a brochure about Camp O-AT-KA.
 I would like to speak with the Director concerning this applicant.