



AIFS Australia
PO Box 1319
Darlinghurst NSW 2010
Ph: 1300 889 067
F: 02 8235 7002

Open Character Reference

Dear Sir/Madam;

The person named on the reverse is applying for a position on the Camp America program in the United States. This reference serves to support the suitability of the applicant for our Camp America programs, all of which require high levels of responsibility, commitment and flexibility.

The ideal applicant should have a great sense of humour, enthusiasm, motivation and a caring nature. We also look for those who are well organised and have good team work experience. The specific roles each program entails are as follows:

Counsellor

Living and working with children between the ages of 6-16, often 24 hours a day for a minimum nine weeks. The position involves teaching/assisting with sporting, creative and outdoor activities. It is a role that requires excellent leadership skills and the ability to interact well with both co-workers and children.

Campower (Camp America Work Adventures Only)

Working as camp support staff, this role can range from kitchen, laundry and general maintenance work, to cabin cleaning and janitorial duties. As the days are long and often repetitive it is a role that requires stamina and a positive attitude as well as an ability to 'get on with the job' as part of a team.

The person providing this reference must have known the applicant for a minimum of **six months** in a **professional** capacity, and have a sound knowledge of the applicant's character. They should also be able to make an objective assessment. This will be an open reference which the applicant will see. If you have any reservations you wish to share with Camp America in confidence, please contact the office indicated below:

Camp America / AIFS (Australia)
PO Box 1319,
Darlinghurst, NSW 2010, Australia
Ph: 1300 889 067

Your honest assessment is appreciated and will serve as a useful guide for a suitable placement to be made. As we are unable to proceed with the application without this reference your quick response would be welcomed. You may be contacted for a verbal reference once a placement is found. Thank you for your time and attention.

Reference must be in English or translated into English. The translation must be verified by your interviewer. References are NOT accepted from friends, family members, colleagues or anyone else whose relationship with the applicant has not been professionally related. The referee must have had significant contact with the Camp America candidate for at least six months in a teaching/professional/mentoring/managerial capacity.

Thank you,

The Camp America Team

To be completed by the **Applicant**:

Name of Applicant: _____ Date of Birth: _____
 Email: _____ Telephone: _____
 Address of Applicant: _____

To be completed by the **Referee**:

Name of person providing reference: _____
 What is your relationship with the applicant? _____
 How long have you known the applicant? _____
 What contact have you had with the applicant in the last year? _____
 Address: _____
 Phone Number: _____
 Email Address: _____
 Best time to phone you. _____

In relation to the following areas please assess the applicant's suitability for camp. Please use the explanation line to clarify your assessment, particularly when marking C or D.

If you do not have sufficient knowledge of a particular area please note this on the explanation line.

A - Completely suitable for Camp **B** - Well suited **C** - Satisfactory **D** - Completely Unsuitable

	A	B	C	D	Explanation
Attitude					
Responsibility					
Maturity					
Honesty					
Flexibility					
Motivation/Perseverance					
Initiative					
Energy/Enthusiasm					
General Health & Fitness					
Ability to interact with:					
Authority figures					
Co-workers					
Ability to cope with:					
Alcohol bans/restrictions					
Smoking bans/restrictions					
New situations/stress					

Please explain further any **C** or **D** assessment: _____

Given your assessments above, please discuss the applicant's suitability as a role model for children:

Why would you recommend/ not-recommend the applicant for the Camp America program?

Signature: _____ **Date:** _____



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info@campamerica.com.au

Please use your official stamp here or attach your signed business card or letterhead