



# Easter Seals Wisconsin

1550 Waubeek Road  
Wisconsin Dells, WI 53965

## Request For Reference

Creating Solutions, Changing Lives  
www.eastersealswisconsin.com

**APPLICANT PLEASE FORWARD THIS FORM TO A PERSON (NOT RELATED TO YOU)  
TO WHOM INQUIRIES AS TO CHARACTER OR ABILITY CAN BE MADE. THIS FORM  
MUST BE SENT TO AT LEAST TWO DIFFERENT REFERENCES.**

Applicant Name:			
I grant Easter Seals Wisconsin permission to seek a reference from _____ (person).			
I understand that this reference will be confidential and used for employment purposes only.			
Applicant's Signature		Date :	

### THE PORTION BELOW AND ON BACK IS TO BE COMPLETED BY REFERENCE

The applicant above has given your name as a reference while applying for a position at Easter Seals Wisconsin Camps. Since this person will be supervising and directing the activities of children and adults with disabilities, it is important that they understand and enjoy being with children and adults. It is important that staff can enjoy and easily live in an outdoor setting, be able to work closely with other adults, and show a willingness to learn from, as well as share their knowledge, with others.

Selecting the right staff members to assume this great responsibility of guiding children and adults with disabilities is not an easy task. Please consider your reference a most valuable part of our staff selection process. Your statement regarding this application will be disclosed only to the people making the hiring decisions.

Further action depends on your response; your prompt attention will be greatly appreciated. Thank you for your time.

Easter Seals Camp Staff

How long have you known the applicant and in what capacity?
Do you know of any reason that would make this applicant unsuitable for working with children and adults with disabilities?
Assuming that as an employer, you had an opening for a person with the applicant's qualifications, would you be willing to employ this person?
Any additional information you can give us (e.g. special skills, motivation to work in the position applied for etc.) will be greatly appreciated. Please use the space below or use additional paper.

Please rate the applicant using the scale below. Feel free to add any comments that would help us evaluate the individual.

5 = Excellent, 4 = Good, 3 = Average, 2 = Fair, 1 = Poor

1. Quality of Work Performed	5	4	3	2	1	Not Applicable
2. Responsible and Dependable	5	4	3	2	1	Not Applicable
3. Adaptability, Willingness to Learn	5	4	3	2	1	Not Applicable
4. Initiative, Self Starter	5	4	3	2	1	Not Applicable
5. Efficient with tasks	5	4	3	2	1	Not Applicable
6. Leadership Ability	5	4	3	2	1	Not Applicable
7. Maturity and Judgement	5	4	3	2	1	Not Applicable
8. Ability to Accept Constructive Criticism	5	4	3	2	1	Not Applicable
9. Integrity and Honesty	5	4	3	2	1	Not Applicable
10. General Attitude/Personality	5	4	3	2	1	Not Applicable
11. Emotional Stability	5	4	3	2	1	Not Applicable
12. Energy and Stamina	5	4	3	2	1	Not Applicable
13. Attitude toward Work	5	4	3	2	1	Not Applicable
14. Ability to Work Well with Others	5	4	3	2	1	Not Applicable
15. Physical Stamina	5	4	3	2	1	Not Applicable

**Please indicate if the applicant presents any problems in the following areas:**

Absenteeism     Yes     No    If yes, please explain \_\_\_\_\_

Tardiness     Yes     No    If yes, please explain \_\_\_\_\_

May we reach you to follow-up on this reference? Yes or No		Phone # or E-mail	
Reference Signature		Date Signed	
<b>Return To:</b>	Easter Seals Wisconsin Camps Attn: Camp Coordinator 1550 Waubeek Road Wisconsin Dells, WI 53965	<b>Contact Information</b>	608.254.2502 Voice 608.253.3027 Fax Wawbeek@wi.easterseals.com Respite@wi.easterseals.com

Easter Seals is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, national origin, religion, disability, sex, sexual orientation, political affiliation, military service or marital or parental status. Easter Seals will conduct criminal background checks as part of the hiring process.

