



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

Office Rec'd. \_\_\_/\_\_\_/20\_\_\_  
 Town of GREENFIELD  
 email: christym@greenfield-ma.gov

**To (person giving Reference):** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ is applying for a part time / 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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