



Town of Clifton Park

Office of Parks and Recreation

One Town Hall Plaza, Clifton Park, New York 12065 | (518) 371-6667 | Fax: (518) 545-4284

CONFIDENTIAL REFERENCE

_____ has applied for a position as: _____

with the Town of Clifton Park Office of Parks & Recreation. We would appreciate your taking a few minutes to answer the questions below. The information you provide will be kept confidential. In selecting staff, we are looking for people who:

- Enjoy working with children;
- Can act as a mentor and a good role model to children;
- Have enthusiasm, energy, initiative and personal integrity; and
- Enjoy being outdoors.

Required by the New York State Department of Health

Your Name: _____

Your Phone Number: _____

1. What is your relationship to the applicant? _____
2. How long have you known the applicant? _____
3. What do you feel are the applicant's strengths? _____
4. What do you feel are the applicant's weaknesses? _____
5. Do you enjoy being around this applicant? YES / NO
6. Have you ever seen this applicant in a situation where he/she has related to children? YES / NO
If yes, in what capacity? _____
7. What contributions do you feel this applicant can make to our programs? _____

8. Are you aware of any reason why this applicant should not be handling cash? YES / NO
9. Are you aware of any situations or personal conditions that might cause problems in working in a team environment? YES / NO
10. Are you aware of any reason why this applicant should not be in a position of authority working with children? YES / NO



11. Please check the rating that you feel best fits the applicant:

	Superior	Average	Needs Improvement	Not Observed
Skills in working with children				
Ability to work well with others				
Dependability				
Flexibility				
Planning and Organizational Skills				
Communication Skills				
Leadership and Supervision Skills				

Thank you for your input! Please return this to the Office of Parks and Recreation at the address below.

Parks & Recreation
Town of Clifton Park
One Town Hall Plaza
Clifton Park, NY 12065