

Holiday Lake 4-H Educational Center, Inc.
1267 4-H Camp Road
Appomattox, VA 24522
Phone (434) 248-5444 Fax (434) 248-6749

To: _____ (name of reference)
From: Heather Benninghove/Center Director
Subject: _____ at Holiday Lake 4-H Educational Center

_____ (applicant's name) has applied for a position at Holiday Lake 4-H Center with the Virginia Cooperative Extension Service and has given your name as a reference. We would appreciate your response to the questions below. Please return this confidential reference directly to: Holiday Lake 4-H Center, 1267 4-H Camp Road, Appomattox, VA 24522.

Employment Inquiry - Confidential

1. How long have you known the applicant?

_____ Years.

2. Has your knowledge of the applicant been obtained as an employer? _____;

Supervisor? _____; Teacher _____; Co-Worker _____;

Please explain: _____

3. Does the applicant have good oral/written communication skills? Please explain:

4. What strengths does the applicant have that would make him/her a good potential for employment? _____

5. Are you aware of any criminal record or other information that might make the candidate unsuitable for work with young children? Yes _____ No _____ Comments:

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Please check the box that accurately describes the applicant in your opinion. Your comments are appreciated:

	Poor	Average	Excellent
Personality			
Character			
Appearance			
Response to Supervision			
Dependability			
Leadership			
Industrious			
Cooperation			
Enthusiasm			
Initiative			
Judgment			
Honesty			

If you were in a position to do so, would you employ this applicant? Yes___ No___

Please make any additional comments which would help us better determine the knowledge, attitude, and skills the applicant possesses:

Print Name: _____ Signature: _____

Address: _____

Date: _____ Phone: _____ Business/Profession _____