

Counselor in Training (CIT) Reference Form

Applicant's Name: _____

This individual has applied for the Counselor in Training program with the City of Gainesville's Department of Parks, Recreation and Cultural Affairs. We would greatly appreciate your honest and candid evaluation of this individual. This information will be held in the strictest possible confidence. Processing of the candidate's application will not continue without the Department of Parks, Recreation and Cultural Affairs receiving this reference. All CIT's will work with 1st through 6th grade age children from diverse backgrounds with a variety of abilities. They must be excellent role models whom parents would want their children to emulate. Additionally, CIT's serve as assistant instructors for classes in recreation skill areas such as swimming, sports, crafts, etc. If you have any questions, please feel free to call us at 352-334-5067. We thank you for your assistance in helping us choose the best role models and care givers for our campers.



**Please return this form to: City of Gainesville, Attn: Shannon Keleher, P.O. Box 490, Station 24; Gainesville, FL 32627 or
FAX: 352-334-3299**



Your Name: _____ **Date:** _____
Position: _____ **Work Phone:** _____ **Home Phone:** _____

Please describe the number of years you have known the applicant, the nature of your contact, and the capacity in which you know the applicant:

Please check the box that best applies to the applicant:

- How extensive has your contact been with this person?**
 Daily contact Observed this person frequently Observed this person infrequently Have seen records and reports
- Is this person able to work well with many types of people?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Is this person responsible?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Does this person work well with little or no supervision?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Does this person accept criticism well?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Does this person gather ample information before reaching a decision?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Does this person display the Six Pillars of Character of Caring, Fairness, Citizenship, Trustworthiness, Respect and Responsibility?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Is this person willing to go the extra mile?**
 All of the time Usually Some of the time If necessary Usually not Never Do not know
- Would you personally be happy to have your own child under this person's direct care and influence?**
 Yes, with no reservations Yes, with some reservations Maybe, some things considered Probably not
 No, definitely not

Please explain your answer: _____

Please rate the candidate in the following areas:

General Behavior

Well above average Above average Average Below average Well below average Comments _____

Social Ability and Communication Skills

Well above average Above average Average Below average Well below average Comments _____

Friendliness Toward Others

Well above average Above average Average Below average Well below average Comments _____

Safety Conscious

Well above average Above average Average Below average Well below average Comments _____

Enthusiasm

Well above average Above average Average Below average Well below average Comments _____

Internal Motivation

Well above average Above average Average Below average Well below average Comments _____

Willingness to Cooperate

Well above average Above average Average Below average Well below average Comments _____

Leadership Among Peers

Well above average Above average Average Below average Well below average Comments _____

Teamwork

Well above average Above average Average Below average Well below average Comments _____

Common Sense

Well above average Above average Average Below average Well below average Comments _____

Organizational Abilities

Well above average Above average Average Below average Well below average Comments _____

Initiative

Well above average Above average Average Below average Well below average Comments _____

Creativity and Imagination

Well above average Above average Average Below average Well below average Comments _____

Trustworthiness

Well above average Above average Average Below average Well below average Comments _____

Self-confidence

Well above average Above average Average Below average Well below average Comments _____

Emotional Control

Well above average Above average Average Below average Well below average Comments _____

Dependability

Well above average Above average Average Below average Well below average Comments _____

Consideration of Others

Well above average Above average Average Below average Well below average Comments _____

Cleanliness

Well above average Above average Average Below average Well below average Comments _____

Experience Working with Kids

Well above average Above average Average Below average Well below average Comments _____

Experience Working in an Outdoor Environment

Well above average Above average Average Below average Well below average Comments _____

Additional comments that will help give a clear picture of this candidate's character and suitability for a Counselor in Training position:

Thanks again for taking the time to complete this form.