

# Town of Pound Ridge

POUND RIDGE RECREATION & PARKS

179 Westchester Ave, Pound Ridge NY, 10576

PHONE: 914-764-3987 \* EMAIL: poundridgecamp@gmail.com

## 2024 PERSONAL REFERENCE FORM:

(PLEASE GIVE THIS TO THE PERSON YOU ARE REQUESTING A REFERENCE FROM)

Applicant's Full Name: \_\_\_\_\_

**NEW Applicants:**  
MUST provide **2** references.

**RETURNING Applicants:**  
MUST provide **1 NEW** references.

I have given your name as a reference to the Town of Pound Ridge Recreation Department. I agree to release you, your firm, or your corporation from any liability from the information you may provide.

Reference's Full Name: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Reference's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The above-named individual has applied for a position with the Town of Pound Ridge Recreation Department. Because the applicant will be working closely with children, we must have a clear picture of the applicant's abilities, personality, and background. Please circle the number below on the number scale which best represents the qualities that you have observed in this applicant. All information given will be kept confidential.

**\* PLEASE EMAIL COMPLETED FORM TO: [jnurenberg@gmail.com](mailto:jnurenberg@gmail.com) \***

ITEMS:	UNOBSERVED	POOR		AVERAGE		EXCELLENT
RESPONSIBILITY:	0	1	2	3	4	5
SELF-CONFIDENCE:	0	1	2	3	4	5
GENERAL APPEARANCE:	0	1	2	3	4	5
MATURITY:	0	1	2	3	4	5
DEPENDABILITY:	0	1	2	3	4	5
PUNCTUALITY:	0	1	2	3	4	5
LEADERSHIP ABILITY:	0	1	2	3	4	5
INITIATIVE & FOLLOW-UP:	0	1	2	3	4	5
HONESTY & INTEGRITY:	0	1	2	3	4	5
ENTHUSIASM:	0	1	2	3	4	5
ACCEPTS CRITICISM:	0	1	2	3	4	5

Can you think of any reason why this individual would not be appropriate for a position working with children?

How long and in what capacity have you known this individual? \_\_\_\_\_

If previously employed would you rehire this individual?  NO  YES If No, why? \_\_\_\_\_

Any additional comments: Strengths and/or Weaknesses? \_\_\_\_\_

**OFFICE USE ONLY:** Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Interview Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rating: \_\_\_\_\_