Yorktown Parks & Recreation Department
176 Granite Springs Road, Yorktown Heights, NY 10598-3306

Personal reference for: _____

The above individual is applying for a ___Recreation Attendant_____ position with the Town of Yorktown Parks & Recreation Department. Your name has been listed as a reference. Please indicate your feelings regarding this individual in relation to his/her potential performance as a summer camp staff member by completing the information below. All references will be kept confidential. Please return to the above address ASAP. Thank you for your assistance.

Sincerely,
James J. Martorano, Jr.
Superintendent

	NEEDS IMPROVEMENT	SATISFACTORY	SUPERIOR	NO OPINION
Ability to accept responsibility	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Ability to take initiative	_____	_____	_____	_____
Judgment	_____	_____	_____	_____
Trustworthiness	_____	_____	_____	_____
Ability to follow directive	_____	_____	_____	_____
Commitment	_____	_____	_____	_____

How long and in what capacity/relationship have you known the applicant? _____

_____

Do you recommend this person for hire?   _____ Yes   No _____

Additional comments: _____

NAME: _____   SIGNATURE:_____DATE: _____
                PRINT

PHONE: _____   RELATION TO APPLICANT (no relatives): _____

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PHONE: _____ RELATION TO APPLICANT (no relatives): _____

OFFICE USE ONLY:

Reference Check Completed: _____   _____
                                                      DATE   SIGNATURE