



## Reference Release for Wisconsin Youth Company

Dear \_\_\_\_\_,

I, \_\_\_\_\_ have applied for a \_\_\_\_\_ position at Wisconsin Youth Company. I hereby release you and Wisconsin Youth Company from any and all liability arising from you giving information about my employment history, my academic credentials or qualifications, and my suitability for employment at Wisconsin Youth Company. I understand that this reference is confidential and waive my rights to any information in connection with this reference, either verbal or written.

\_\_\_\_\_  
Applicant's Signature & Date

This form has been given to you as one who is familiar with the above applicant's personality and skills, and we would be very grateful for your objective assessment of his/her suitability for this position. If you do not feel able to give an objective assessment, and/or are a relative of the applicant, please do not complete this form, but return it to the applicant or to Wisconsin Youth Company.

Being a summer program staff member at Wisconsin Youth Company involves working with children between the ages of 5 to 16 for up to eleven weeks. The ideal staff member must like and be comfortable with children, be warm, caring and have a good sense of humor, as well as being untiringly energetic, organized, flexible, outgoing, and a responsible employee. As you can see, this job requires a special person! Those who are suited to the job derive immense benefit and enjoyment from it, especially if they are planning to work with young people in the future.

We assess the applicant at an interview, but no interview can provide a complete picture. Your help is needed. Please respond bearing in mind the applicant's important role of working with children. We thank you very much for your time and consideration. Your promptness is important to the applicant as some positions fill early. Offers of employment begin in March for the upcoming summer.

Sincerely,

Jason Anderson  
Division Director  
Camp & Enrichment Programs

## Wisconsin Youth Company Applicant Reference – Summer Programs

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Dates of employment

\_\_\_\_\_  
Position held

What is your relationship to the applicant and how long have you known him/her?

Would you employ or re-employ this person? (Please provide comments.)

What special assets or limitations does this applicant possess?

<b>Factors</b>	<b>Consistently</b>	<b>Usually</b>	<b>Seldom</b>	<b>N/A</b>	<b>Comments</b>
Acts responsibly, makes sound decisions					
Demonstrates self-motivation					
Displays patience					
Manages stress and emotion in a positive way					
Displays a positive attitude					
Adapts well to new situations					
Is reliable and punctual					
Maintains a healthy self-image					
Works well without direct supervision					
Accepts supervision and constructive criticism					
Shows concern for others					
Demonstrates ability to work cooperatively and communicate effectively with colleagues					
Demonstrates interest and enthusiasm in working with children					
Displays ability to supervise a group of children					
Engages in appropriate interactions with children					
Understands the necessity of providing a safe environment for children					

We may contact you if we have further questions.

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Best time to reach you \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please mail this form to: Wisconsin Youth Company, Inc., Attention: Personnel Department, 1201 McKenna Blvd., Madison, WI 53719. This form may be faxed to 608-276-4050. If you have any questions or additional comments, please call Jason at 1-800-238-1174 ext. 21.