

(Office Use Only)

Personal Reference
Received: _____

Applicant Notified: _____

2012 OAKCREST LDS GIRLS CAMP

Please mail immediately

to:

Oakcrest Committee
c/o Glenys Clark
10793 Martingale Dr.
South Jordan, UT 84095
(801) 446-5622

PERSONAL REFERENCE LETTER

This portion is to be filled out by the applicant

NAME OF APPLICANT: _____ **PHONE:** _____

POSTION APPLYING FOR: _____

I am applying for a position at Oakcrest LDS Girls Camp. I would appreciate you filling out the form below, understanding it will become property of Oakcrest Camp. **Please do not send it back to me, mail it to the above address. If this is mailed back to me, my application will be disqualified.** I have also given them my permission to contact you if necessary. **Please note deadline dates at bottom. Thank you!**

SIGNED _____ **DATE** _____

This portion is to be filled out by the Reference (please fill out completely)

Name: _____ **Relationship with Applicant:** _____

Address: _____

Phone: () _____

Dear Referral:

We appreciate you taking the time to fill out this reference letter. It is very helpful in considering this applicant for employment. Your personal comments and honesty are very important. Please be specific. **Any given information will not be shared with the applicant.**

Being a staff member at Oakcrest carries with it a great deal of pressure, responsibility and dedication. They are required to work long hours; get along with other staff members; be willing to set aside their own wants and needs for the needs of the young women who attend camp. **It is a difficult and tedious 11 weeks. Please consider this as you write your recommendation.**

Sincerely,
Oakcrest Camp Women's Committee

Job Descriptions:

- Director / Assistant Directors are responsible for daily operation and supervision of a staff of approximately 50.
- Head Cook is responsible for meal preparation for 350+ people per meal. She supervises the Kitchen Staff, orders food, plans balanced menus, distributes job assignments, makes sure meals are on time and that the Kitchen meets the Board of Health standards. She will be supervising a staff of 10, 16-17 year old Young Women.

- Counselors/Specialists are responsible for 13-14 yr. old girls 24 hours a day for 11 weeks. They have a spiritual and guiding impact on their lives at camp and also after the summer is over.
- Assistant Cook works under the direction of the Head Cook. She assists in managing the Kitchen Staff and will help in the preparation of meals.
- Kitchen Duty Specialists (KD's) must work well with the Head Cook and other Kitchen Staff. She must be able to follow directions. She also needs to have a good attitude and be willing to work hard. As a KD, she will assist in the preparation of 3 meals a day for 350+ people.

PLEASE COMPLETE THE QUESTIONS ON THIS FORM

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

Are you aware of any health problems that would interfere with her ability to work at camp? Yes No
Comments: _____

Has the applicant exhibited any emotional difficulties that would interfere with her ability to work at camp? Yes No **Comments:** _____

Have you observed the applicant under pressure or stress? Yes No

How did she handle the situation? _____

Does this applicant take direction and responsibility well? Yes No
Comments: _____

Does this applicant cooperate well with others? Yes No
Comments: _____

Would you employ this person for a position of leadership? Yes No
Comments: _____

Additional comments on emotional maturity, self-motivation, any special skills or qualities: (Please keep comments limited to space provided).

SIGNED _____ **DATE** _____

NOTE: Deadlines for applications: Applications must be received by:

Director: October 21st

Assistant Director and Head Cook: November 4th

Counselors, Specialists, Assistant Cooks, and KD's: January 27th