



# 2018 Oakcrest LDS Girls Camp

## Personal Reference Form

Dear Referral,

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

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

After completing the reference portion, please return by email or mail to the address at the top of this page. **Returning the completed reference to the applicant will disqualify her from consideration.**

Sincerely,

Oakcrest Camp Women's Committee

**Please send immediately to:**

Email:

oakcrestemployment@gmail.com

or mail:

Oakcrest Committee

c/o Julie Oldham

1078 Trimble Creek Dr.

West Jordan, UT 84088

801-563-3096

### **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 300+ 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 11 young women ages 16-19.

**Assistant Cooks** work under the direction of the Head Cook. They assist in managing the Kitchen Staff and will help in the preparation of meals.

**Kitchen Duty Specialists (KDs)** must work well with the Head Cook and Assistant Cooks and other staff members. 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 300+ people.

**Counselors/Specialists** are responsible for 13-14 year old girls 24 hours a day for 10 weeks. They have a spiritual and guiding impact on the lives of these young girls at camp and have a long term influence on them throughout their lives.

### **All Applications and Reference Deadlines are as follows for:**

**Director: Friday, October 13, 2017**

**Asst. Director and Head Cook: Friday, October 27, 2017**

**Counselors, Specialists: Friday, January 5, 2018**

**Assistant Cooks/ KDs: Friday, January 5, 2018**

**Applicant Portion:**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

I understand that this completed reference form will become the property of Oakcrest Camp.

I give the Oakcrest Employment Committee permission to contact my personal reference listed below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Reference Portion:**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

**Please complete the following questions, using only the space provided on this form:**

- How long have you known the applicant and in what capacity? \_\_\_\_\_

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

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

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- Have you observed the applicant under pressure or stress? Yes No How did she handle the situation? \_\_\_\_\_  
\_\_\_\_\_

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- Explain how you have observed this applicants ability to take responsibility: \_\_\_\_\_  
\_\_\_\_\_

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- Does this applicant cooperate well with others? Yes No Explain: \_\_\_\_\_

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- Would you employ this person for a position of leadership? Yes No Comments: \_\_\_\_\_

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- **Additional comments on emotional maturity, self-motivation, any special skills or qualities:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_