



Town of Beekman Recreation & Parks

29 Recreation Center Road
Hopewell Junction, NY 12533
845-227-5783 845-227-9685F

recdirector@townofbeekman.ny.us www.beekmanrec.com



REQUEST FOR REFERENCE

The person named below has given your name as a reference in applying for a position in the Town of Beekman Recreation and Parks Department. We appreciate your evaluating as carefully as possible the applicant. Your prompt attention will be most appreciated. You can email, fax, or mail the reference directly to the Recreation Department!

APPLICANTS: Complete this box before distributing

I _____ am applying to be a _____
Applicant's Name PRINTED List positions applying for

at the Town of Beekman, Recreation & Parks Department. I request that _____
complete this form as a reference for this position/s.

_____ I have retained my right of access to this reference

_____ I have waived my right of access to this reference

Date _____ Applicant's Signature _____

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

2. If applicant worked for you, would you rehire and why? _____

3. The Parks are drug, alcohol and smoke free facilities. How would the applicant fit in in such an environment? _____

4. In this time of COVID-19, with regulations and guidelines constantly changing, we are looking for staff that can be flexible and adapt to any changes we might have to make midstream. Please speak to the applicant's ability to adjust cheerfully to unplanned for changes.

5. Speak to the applicant's ability to get along with:

Children: _____

Peers: _____

Adults: _____

Persons of other races, nationalities and religions: _____

6. Summer rec jobs require staff to be outside all day. Please speak to your knowledge of this applicant's ability to work outdoors in the summer heat: _____
7. How does the applicant respond to constructive criticism? _____
8. How would you rate the applicant's outlook on life:
 ___ Very positive/exuberant ___ Positive ___ Negative ___ neither positive or negative
9. How would you rate the applicant as a role model to children?
 ___ Exceptional ___ Neutral ___ Negative
10. Indicate your judgement of the applicant in the qualities below:

	Outstanding	Acceptable	Room for Improvement	Comments
Courteousness				
Friendliness				
Work ethic				
Respectfulness				
Communication skills				
Self-starter				
Creativity				
Responsibility				
Team player				
Common sense				
Maturity				
Integrity				
Loyalty				
Promptness				

11. Please make any additional comments you think might be helpful: _____

12. About you:

Printed Last Name _____ Printed First Name _____ Occupation _____

Cell phone _____ Work phone _____ Home land line _____

email address _____ Street address _____ Town _____ State _____ Zip _____

Signature _____ Date _____

_____ **XXXXXXXXXXXXXXXXXXXXXXXXXX** _____ **OFFICE USE ONLY** _____ **XXXXXXXXXXXXXXXXXXXXXXXXXX** _____

Reference Verified _____ Date _____ Supervisor _____ Comments: _____