



## RECOMMENDATION FORM

### TO BE FILLED OUT BY THE APPLICANT:

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
 POSITION APPLYING FOR: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
 LOCATION (choose one): Long Island  Rockland County  Staten Island

### ACKNOWLEDGMENT:

I hereby state that to the best of my knowledge this letter of recommendation has been filled out accurately and truthfully. I realize that the HENRY KAUFMANN CAMPGROUNDS will utilize this recommendation when considering my suitability for employment with the Campgrounds. I understand that if the HENRY KAUFMANN CAMPGROUNDS discovers that this document has been knowingly faked, altered or forged, it is grounds for my termination.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I assert that in lieu of a written signature I am typing my name to sign this document.

### TO BE FILLED OUT BY THE RECOMMENDER:

1. How long have you known the applicant? \_\_\_\_\_

2. What is your relationship with the applicant? \_\_\_\_\_

3. Please rate the applicant in the following areas:

	Very Poor			Poor			Average			Good			Outstanding			Unable to Judge		
Taking Direction																		
Promptness																		
Initiative and Motivation																		
Interpersonal Skills																		
Working with Children (non-maintenance)																		
Working as Part of A Team																		

4. Please describe the applicant:

5. Please choose which most accurately summarizes your recommendation:

Highly Recommend  Recommend  Recommend with Reservation  Not Recommended

**I ATTEST THAT THE INFORMATION I HAVE PROVIDED IS TRUE.**

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

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

I assert that in lieu of a written signature I am typing my name to sign this document.

ORGANIZATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PLEASE SEE THE ATTACHED PAGE FOR INSTRUCTIONS ON SENDING THE COMPLETED FORM TO THE HENRY KAUFMANN CAMPGROUNDS.**



## RECOMMENDATION FORM Instructions

### FOR THE APPLICANT

Please fill out the top section of the form before sending it to your reference to fill out. You will need to sign the form. An electronic signature is acceptable.

This document is a savable PDF, as such once you have filled out the top section you can either:

1. Save it and email it to your reference to complete. If you are saving it, please include your name in the document name.
2. Print it out and hand it to your reference to complete.

### FOR THE REFERENCE

Once you have completed the form please send it directly to the Henry Kaufmann Campgrounds. You can submit the form by email or by regular mail.

Email: You can email completed forms to [employmentforms@camphkc.org](mailto:employmentforms@camphkc.org). Please make sure the name of the applicant is in the document title.

Mail: Please mail the recommendation form to the location where the applicant will be working:

#### **On Long Island**

Henry Kaufmann Campgrounds  
75 Colonial Springs Rd.  
Wheatley Heights, NY 11798  
Attn: Robert Belanich

#### **In Rockland County**

Henry Kaufmann Campgrounds  
P.O. Box 175  
Pearl River, NY 10965  
Attn: Ed Fitzgerald

#### **On Staten Island**

Henry Kaufmann Campgrounds  
1131 Manor Rd.  
Staten Island, NY 10314  
Attn: Daniel Piselli