

**To Be Completed By Applicant**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please circle who is completing this form:**

Current/Recent Employer      Personal Reference #1      Personal Reference #2

(you must have one form completed by each listed)

**To Be Completed By Reference**

The U.S. Space and Rocket Center is home to Space Camp, Aviation Challenge, and X Camp. We work with children and adults from all over the country and as well as internationally. Our mission is to educate our participants in math, science, technology and aviation while inspiring leadership. Often, the work can be both physically and emotionally demanding. We are looking for staff that has the skills, knowledge and sensitivity needed to assist our campers to ensure they have a safe and enjoyable experience.

Your evaluation is a crucial step in our hiring process and an employment offer can not be made without a completed form. We thank you for your time and consideration in completing this reference evaluation.

Please contact Charity Stewart at [therecruiter@spacecamp.com](mailto:therecruiter@spacecamp.com) or 256-721-7112 if you have any questions.

Please rate the applicant in the following areas using the 5 point scale:

**1-Poor    2 – Below Average    3- Average    4- Above Average    5- Superior**

Mental and Emotional Stability	1	2	3	4	5	Not Observed
Physical Stamina	1	2	3	4	5	Not Observed
Ability to work with co-workers	1	2	3	4	5	Not Observed
Accepts Responsibility	1	2	3	4	5	Not Observed
Dependability and Work Ethic	1	2	3	4	5	Not Observed
Performance under stress	1	2	3	4	5	Not Observed
Adapts to change	1	2	3	4	5	Not Observed
Problem solving skills	1	2	3	4	5	Not Observed
Demonstrates leadership in groups	1	2	3	4	5	Not Observed
Works effectively with children	1	2	3	4	5	Not Observed

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

Personally speaking what do you think the applicants strengths are?

What are their weaknesses or areas where they need further improvement?

Anything else you would like to tell us about this applicant?

Your Name:	Date:
Organization:	Title:
Telephone:	Email:
Address:	

Please return this completed form to the applicant in a sealed envelope or fax to Charity Stewart at 256-721-7238.

Thank you for your time!