

## TECS Summer Camps

### EMPLOYMENT REFERENCE REQUEST

Name of Applicant: \_\_\_\_\_  
Name and Job Title of Referee: \_\_\_\_\_  
Job title of Applicant: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_  
Name of Company/Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_



#### **About TECS:**

TECS is a sister organisation of the bilingual school, the Centro Inglés, in the south of Spain close to the city of Cadiz. The company runs: a language academy, Homestay programmes in Spain, language travel programmes abroad, as well as operating English language summer camps for children in Spain.

#### **The Type of Employee we are looking for:**

All summer camp employees must be young at heart and full of energy to meet the extraordinary demands of camp life. They must also have a mature and responsible personality, as they will be responsible for groups of children. They must be able to cope with long hours of work and relatively high stress levels. All our employees must be team players and represent TECS positively at all times. Flexibility and adaptability are also key assets for summer camp.

#### **Brief Description of the Positions: (Full job profiles located at < [www.tecs.es/employment](http://www.tecs.es/employment) >)**

**MONITOR:** Successful applicants will be responsible for supervising groups of up to 14 children through all parts of daily routines and at all times looking after the welfare of each child. Monitors also run art and craft's and sport's activities and participate as part of an age group team in the organising and running of evening entertainments.

**TEFL TEACHER:** Successful applicants will be responsible for planning and teaching up to 4 hour TEFL classes, each weekday to a class of up to 14 students. They will also be responsible for a variety of activities out of the classroom (putting to kids to bed, arts and crafts, etc.). With the monitor they will be responsible for the welfare of an allocated group of children.

#### **MANAGEMENT POSITIONS: (MID Management: Welfare Coordinator, TEFL Coordinator, Activity Coordinator and Specialist Coordinator. UPPER Management: Camp Director and Assistant Director)**

In all management positions we are looking for people who have shown themselves to be excellent employees in past work and capable of handling responsibility. Management staff must have a history of job effectiveness and loyalty and be extremely hard working and quality oriented.

**CAMP SUPPORT AND IT:** In these positions applicants will not be responsible for groups of children every day, although on occasions they may be called upon to act as monitors. Camp support must be comfortable with driving an 8 seater van and with helping with set up and clean up of the camp (which includes physical labor). The IT must be skilled in all areas of computers. Both positions require trustworthy and very responsible applicants and people who are capable and happy working alone on tasks.

#### **Important Notes on this reference form**

This reference will serve as a very important part of the candidate's application so therefore because of this and the fact that successful applicants will be working with children, we ask that your reference is fair, highlighting weaker areas as well as strengths. **Please also note that NO APPLICANT can be offered a position without this reference letter, therefore your quick response is required to avoid unwanted delay for the applicant.** You may also be contacted for a verbal reference, which is likely in the case of management applicants. **We do not accept references from family, friends or colleagues.**

#### **How to send this reference to us?**

1.) If you are filling out this form by computer, please email it to the email address below with the word "Ref", followed by the name of the applicant in the subject of the email, i.e.: "Ref: Douglas Haines".

[< tecscampdev@tecs.es >](mailto:tecscampdev@tecs.es)

2.) If you are filling it out by hand, please send the completed referee form to the following address in a company stamped envelope or with the reference stamped in the relevant box below on page 2.

**TECS: Attention of Douglas Haines  
Apdo. Correos 85, 11500 El Puerto Santa María, Cádiz, Spain**

3.) Applicants doing face to face interviews should bring this filled out reference form to the actual interview. If for some reason they can not do this, they **MUST** get their referee to do either 1 or 2 above.

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To be completed by Referee only.

Please mark the applicant on their job performance in the following areas.

A = Completely suitable for Camp Work, B = Well suited, C = Satisfactory and D = Unsuitable

	A B C D	Explanation
Attitude		
Responsibility		
Maturity		
Honesty		
Flexibility		
Motivation/Perseverance		
Initiative		
Energy/Enthusiasm		
General Health & Fitness		
<b>Ability to interact with:</b>		
Authority figures		
Co-workers		
<b>Ability to cope with:</b>		
Alcohol ban/restriction		
Smoking ban/restriction		
New situations/ stress		

Please explain further any C or D assessment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Given your assessments above, please discuss the applicant's suitability as a role model for children. Why would you recommend/not recommend the applicant for work on a children's summer camp?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

"I \_\_\_\_\_ (**Title of Referee**) confirm that I am the stated person and confirm that this is a genuine reference which fairly reflects \_\_\_\_\_ (**name of applicant**)'s performance while working with \_\_\_\_\_ (**name of company/organisation**). If I am filling the reference out by computer, I accept that my signature will be added to this document electronically as confirmation that this reference is genuine.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

If you are filling this reference out by hand, please confirm the authenticity of this reference by verifying with a college/business stamp or a signed business card/piece of letterhead. Thank you for your valuable assistance.

Please stamp here >