



Town of Lewisboro

Parks & Recreation
Department

Please complete and return to:
Email: recreation4@lewisborony.gov
Mail: 99 Elmwood Road, South Salem, NY 10590
Fax: (914)232-6165

To be completed by the **applicant**:

Applicant's Name: _____ Signature: _____

Position applying for: _____ Date: _____

By signing above, I hereby give permission for the person named below to provide a reference for my employment with the Town of Lewisboro.

To be completed by the **reference**:

The person whose name is listed above has applied for a job with the Town of Lewisboro. The applicant has listed you as a person willing to give an evaluation. Please take a few minutes to review the candidate as well as any additional information you can give us. All information will be kept confidential. Please keep in mind that family members may **not** be a reference.

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Would you let the applicant babysit their own children? _____

Would you let the applicant house sit for you? _____

If you were in the position to do so, would you hire the applicant? _____

Name two strengths of the applicant: _____

Name two areas to improve for the applicant: _____

Please rate the applicant on the following criteria:

	Excellent	Good	Satisfactory	Needs Improvement	Cannot Assess
Able to work as part of a team					
Ability to communicate effectively					
Energy level					
Responsibility					
Initiative					
Leadership					
Time management skills					
Emotional intelligence					
Attitude					
Response to criticism/supervision					
Dependability					
Organizational skills					

Overall, would you recommend the applicant for a job with the Town of Lewisboro? Yes No

We often follow-up to have personal contact with references. Please let us know the best way to contact you and, if that is via phone, what times work best for you.

Your Name: _____ Signature: _____

Phone: _____ Email: _____

Preferred method of contact: Phone Email If phone, best time to call: _____