



# Town of Lewisboro Recreation & Parks Department

Complete and Return to  
99 Elmwood Road  
South Salem, NY 10590  
Fax 914-232-6165  
E-mail parks@lewisborogov.com



**To be completed by Applicant: (Please type or print)**

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby give permission for the person named below to provide a reference for employment to the Town of Lewisboro.

**To be completed by reference (Please type or print)**

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.

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

What is your relationship to the applicant? \_\_\_\_\_

Would you let the applicant babysit for your 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 to work in your organization? \_\_\_\_\_

Name two Strengths the applicant possesses \_\_\_\_\_

Name two Weaknesses of the Applicant \_\_\_\_\_

**Please rate the applicant on the following criteria:**

	Excellent	Good	Satisfactory	Poor	Cannot Assess
Able to work as part of a team					
Ability to communicate effectively					
Energy level					
Responsibility					
Initiative					
Leadership					
Emotional stability					
Attitude					
Response to criticism/supervision					
Dependability					
Organizational Skills					

Would you recommend the applicant for a job with the Town of Lewisboro? \_\_\_\_\_

We often make follow-up phone calls to have a personal contact with references. Please let us know your phone number and what would generally be a good time to contact you. Thank you.

Your Name \_\_\_\_\_

Signature \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Time: \_\_\_\_\_

TOL Check Reference \_\_\_\_\_