LETTER OF REFERENCE FOR TIC NURSE/OFFICE MANAGER

TIC is considering _____ for the position of Office Assistant at our summer day camp. TIC offers a half day of technology instruction and a half-day of sports. Please return this form as soon as possible so the applicant has an opportunity to be interviewed and hired. **MAIL to: TIC Camp Office, 4620 Dittmar Road, Arlington, VA 22207,** or (preferably) **FAX to: (703) 534-0616.** Use the back or attach another page if you need more space. Thank you for evaluating this applicant.

DESCRIBE THE APPLICANT'S QUALITIES, OFFERING SPECIFIC EXAMPLES IF POSSIBLE

1. What relationship do you have with and how well do you know the applicant?

2. Competence in skills related to health services, office work, and greeting the public:

3. Interest in and/or experience working with children:

4. Intelligence and academic abilities:

5. Appearance, health and energy level, emotional stability:

6. Sense of responsibility, integrity, moral character:

Name (print) _____ Profession _____

Address_____ Email*_____

Signature_____ Phone* _____ Date _____

*[We will need to contact you to verify the authenticity of this reference.]