

Reference Form

For Internship Position



Applicant Name: _____

Your Name: (please print): _____

Position/Title: _____

On a separate sheet of paper, please give candid responses to the following questions. Your responses will help us evaluate the applicant's suitability for employment with Deer Hill Expeditions. When completed, return this form to the applicant in a sealed envelope with your signature over the flap. We will not process the candidate's application until we receive all application materials, including reference forms, so please complete this form at your earliest convenience. We appreciate your time and effort!

What is an Internship at Deer Hill?

Internships are provide the opportunity to learn and understand the values of Deer Hill, and participate in a variety of behind-the-scenes activities that make Deer Hill so successful. Responsibilities may include gear inventory and repair, assisting field staff in trip preparations and de-issues, loading gear for transport, clerking the Deer Hill Outfitting Store, organization of base camp facilities, food service, landscaping, office assistance and computer work and potential field experience for some Internships.

1. How long have you known the applicant, and in what capacity?
2. Comment on the applicant's communication skills (e.g. ability to give/take feedback, presence of voice when leading, ability to express needs and concerns, maturity of tone/topic when leading teenagers, etc).
3. Please comment on the strengths you believe the candidate possesses, and will bring to an Internship position at Deer Hill.
4. Comment on the areas that you believe the candidate may need some additional development (e.g. inter/intra personal skills, organization, promptness, attention to detail, etc).
5. Comment on the applicant's character and judgment (e.g. ability to asses potential risk management issues and exemplifying positive role modeling).

Signature: _____ Date: _____

Name (please print): _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ May we contact you for additional information? Yes No