



# STAR ISLAND CORPORATION

30 Middle Street · Morton-Benedict House · Portsmouth, New Hampshire 03801  
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## Employment Reference Form

Name of Applicant: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

**To the Applicant:** After you have filled out the above, give this form and a stamped envelope to someone who knows your capabilities well through recent contact. This could be an employer/supervisor, professor, advisor or school guidance counselor, principal, teacher, minister or religious education director, etc. *References from family members will not be considered.* Additional peer or character references (beyond 2 required references) are encouraged. Address the envelope as follows:

**Star Island Corporation, Attn: Employment, 30 Middle Street, Portsmouth, NH 03801**

**To the Individual Completing this Form:** The person whose name appears above is applying for a summer position at Star Island, Isles of Shoals, New Hampshire. Star Island is a non-profit conference center located ten miles off the coast of Portsmouth, NH, and is dedicated to religious and educational activities.

Isolated as we are, it is of the utmost importance that we select employees capable of handling their work assignments adequately, as well as having the personality and social adaptability necessary for high group morale in a staff dependent almost wholly upon their own resources for off-duty activities. Essential functions for all island jobs include the ability to act in a mature, tactful, careful and responsible way, particularly at times when a number of competing demands are being made by guests, other staff members and supervisors; and the ability to act in a manner that reflects the social adjustment required to live and work in a self-reliant isolated setting. Positions are physical in nature and requirements include but are not limited to lifting baggage and freight up to 50 pounds at a time.

With this in mind, please respond to the questions on the reverse side of this page. Please speak specifically to the applicant's work ethic, potential to be a positive role model for peers, and sense of social and community responsibility. Your responses will be held in strict confidence.

**Please complete, sign, and return this form no later than January 31.** Thank you.

Date form completed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

**I recommend the applicant for employment:**

- with no reservations                       with some reservations                       don't recommend

**If you have reservations, please explain.**

**Please comment on the applicant's:**

- **Chief strengths:**
  
- **Areas for personal growth/improvement:**
  
- **Maturity and ability to live in our unique setting and contribute to a healthy community:**

**In your opinion, would the applicant perform well in positions requiring *direct* (i.e., Snack Bar, Wait Staff) or *indirect* (i.e. Maintenance, Housekeeping) contact with guests? Please elaborate.**

**How many years/months have you known the applicant and in what capacity?**

**Would the applicant be able to act quickly and make good judgments in the face of a potentially life-threatening emergency (i.e. fire)?**

**Is there any additional information that might be helpful in evaluating the applicant? Please use additional sheets if necessary.**

<b>Please rate the following qualities:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Attitude toward work				
Reliability and promptness				
Initiative				
Quality of work				
Professional appearance				
Interpersonal skills				
Community involvement/participation				