

## Employment Reference Form

**Instructions to the applicant:** Fill in the box below and give one copy of this form to each referrer. *Candidates may not be employed until we have two references on file.* In general, we must have a reference from an employer who has supervised your work experience with children and from your most recent employer in work relevant to CTY. We urge you to submit references from these sources with your application or as soon as possible thereafter.

Name of Candidate: \_\_\_\_\_ Position(s) Sought: \_\_\_\_\_

**Instructions to the referrer:** Thank you for assisting us with our screening process. Employment references are essential to our making informed hiring decisions. Please take a few minutes to complete the box below and answer the questions on the reverse of this form. We ask that you answer all of the questions as best as you can, even if you do not have direct experience working with the candidate in a particular area. If you submit a recommendation letter in lieu of completing the form and there are items from the form not covered in your letter (e.g., reservations about the candidate's suitability for working with children), please attach your letter to the form and answer the questions on the form that are not discussed in your letter. An electronic version of this form is available at <http://cty.jhu.edu/jobs/summer/apply/reference.html> if you would prefer to complete and submit the form electronically.

Johns Hopkins University's Center for Talented Youth has offered academic summer programs to pre-collegiate students since the summer of 1980. Our programs are designed to support and nurture academic talent by identifying students whose mathematical and verbal reasoning abilities are far above grade level and by giving them the chance to study at a pace and depth that match their exceptional abilities. While academics are our focus, we also provide a rich social and recreational experience. Students often report that the CTY summer programs were the first place they found students their own age who shared their abilities and love of learning. Our residential sites include locations for students in 5<sup>th</sup> through 12<sup>th</sup> grades. At our day sites, students range from 2<sup>nd</sup> through 6<sup>th</sup> grades. More information about our programs can be found at [www.cty.jhu.edu/summer](http://www.cty.jhu.edu/summer)

You may submit your reference by e-mail, fax, or mail.

**E-mail:** ctysummer@jhu.edu  
**Fax:** 866-345-3731  
**Mailing address:** Summer Programs Employment  
JHU/CTY  
McAuley Hall  
5801 Smith Ave., Ste. 400  
Baltimore, MD 21209

Referrer Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the candidate and in what capacity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Center for Talented Youth

## Employment Reference Form

1. Professionalism, good judgment, and a strong sense of responsibility are required for working with children. Has the candidate demonstrated these traits? In what ways?
2. Do you have any reservations or adverse information about the candidate's suitability for working in an academic program for children? If so, please explain.
3. Has the candidate demonstrated the ability to be a team player? In what ways?  
A successful summer program requires all staff members to pitch in and put the good of the students and the program first.
4. Does the candidate work well under pressure? If possible, provide examples.  
The majority of our programs are residential. The pace of work is intense, and there is not always a clear difference between being "on duty" and "off duty." Staff members must be able to adapt to a new environment, be flexible, and keep up with the demands of a rigorous schedule.
5. For instructional positions: Is the candidate well versed in the subject?  I have no basis to judge.  
Instructors and assistants must know their material, handle it with confidence, and inspire students to love the subject.
6. For instructional positions: Describe your observations of the candidate's teaching ability.  I have no basis to judge.  
While lectures have their place, activities must be varied and meaningful to keep the students involved during the 6-7 hour class day.
7. Is the candidate eligible for rehire?  Yes  No  
If the candidate is not eligible for rehire, please explain.
8. Is there anything else that you think we should know about the candidate?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_