



Volunteer Reference Form

To the Volunteer Applicant: You must provide us with a completed reference form from two (2) separate people along with your application for volunteer service. People who can provide a reference include friends, employers, neighbors, and academic instructors/teachers. Family members or individuals who share the applicant's household may not serve as a reference.

To the Reference: Please complete this form and return it to the volunteer applicant in a sealed envelope. A member of the Volunteer Services team may call you to confirm the information listed below.

Applicant's Name: _____ Date: _____

How do you know the candidate? _____

How long have you known the candidate? _____

Please evaluate the candidate on each of the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
Ability to communicate clearly	<input type="checkbox"/>					
Listening Skills	<input type="checkbox"/>					
Ability to exhibit warmth, empathy, patience	<input type="checkbox"/>					
Ability to problem-solve	<input type="checkbox"/>					
Dependability (attendance, punctuality)	<input type="checkbox"/>					
Ability to cope under pressure	<input type="checkbox"/>					
Respect for Others	<input type="checkbox"/>					

Additional Comments: _____

Best time to reach you? _____ Home phone: _____ Work phone: _____

Print your name: _____



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