

## Volunteer Applicant Reference Form

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

Applicant's Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Appropriate references would be an employer, supervisor, coach, teacher, neighbour etc. (family members are not appropriate references).**

**Please Answer the following questions as completely and as candidly as possible.**

How long have you known the applicant?

What is your relationship with the applicant? ie. In what capacity do you know the applicant?

Please describe a situation where the applicant demonstrated leadership skills?

Please give an example(s) where the applicant demonstrated excellent communication skills.

Have you seen the applicant interacting with children? Please describe the characteristics the applicant demonstrates in his/her interactions with examples.

What skills or areas do you think he/she may require additional support or development?

Do you have any concerns about the applicant volunteering with children or with vulnerable citizens?

Please add any other comments you think would be important in knowing about the applicant.

**If you have NOT worked with the applicant in a supervisory capacity please go to the next question.** If you know the applicant through a supervisory capacity, please comment on the following.

Work Performance:	Poor	Fair	Good	Excellent
Attendance Record	Poor	Fair	Good	Excellent
Punctuality:	Poor	Fair	Good	Excellent
Work Attitude:	Poor	Fair	Good	Excellent

Would you re-hire? Please give the reason for your decision.

Comments:

*Thank you for taking the time and effort to complete this reference form. This form will be utilized to determine the right volunteer position for the candidate.*

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