



## Reference Form

***Applicant's Name:***

***Reference's Name:***

***Relationship to Applicant:***

***To the Applicant:*** Please indicate your preference.

**I waive** my right to access to this reference form.

**I do not waive** my right to access to this reference form.

***Applicant's Signature*** \_\_\_\_\_

To the person completing this form:

The goal of the Good Shepherd Volunteers Program is to serve people who experience the social struggles associated with poverty, addiction, abuse, neglect, homelessness, and joblessness. The volunteers live in community with other GSV members and experience a simple lifestyle. GSV members are expected to make a minimum service commitment of one year. Please help us get to know the applicant by giving candid comments. Feel free to omit any questions that you are not prepared to answer. No applicant will be rejected on the basis of a single reference. Please type or write all responses in black ink. Please return this reference form as soon as possible so that the candidate's application will not be delayed. Thank you for your cooperation.

**How long, how well and in what capacity have you known the applicant?**

Please circle the number that best describes the applicant in the following areas. Please add any additional comments.

1=Superior 2=Good 3=Average 4=Below Average 5=Poor

Characteristics						Comments
Health, Stamina	1	2	3	4	5	
Self-confidence	1	2	3	4	5	
Sense of humor	1	2	3	4	5	
Maturity	1	2	3	4	5	
Ability to get along w/others	1	2	3	4	5	
Emotional stability	1	2	3	4	5	
Common sense	1	2	3	4	5	
Dependability	1	2	3	4	5	
Sensitivity to others	1	2	3	4	5	
Tact in dealing w/others	1	2	3	4	5	
Ability to make decisions	1	2	3	4	5	
Initiative	1	2	3	4	5	
Flexibility	1	2	3	4	5	
Willingness to accept criticism	1	2	3	4	5	
Creativity	1	2	3	4	5	
Effective use of time	1	2	3	4	5	
Ability to express feelings	1	2	3	4	5	
Ability to work w/others	1	2	3	4	5	
Ability to work alone	1	2	3	4	5	
Ability to accept supervision	1	2	3	4	5	
Leadership ability	1	2	3	4	5	
Ability to work under pressure	1	2	3	4	5	
Desire to live in intentional community	1	2	3	4	5	
Ability to adapt to new or unstructured situations	1	2	3	4	5	
Focus on personal growth/development	1	2	3	4	5	

## Short Answers

*NOTE: You may either write your responses here, or write a separate letter of reference that answers each of these questions, and include the letter in the reference form.*

Give a brief, accurate description of the applicant. Please include strengths as well as weaknesses.

Evaluate the applicant's ability to live and work with others. What qualities help or hinder the applicant?

Please describe how the applicant's family and friends feel about him/her doing a year of service with GSV.

For what type of work is the applicant best suited?

What three adjectives describe the applicant?

\_\_\_\_\_

Overall, how highly would you recommend the applicant?

\_\_\_\_\_ low, applicant should be discouraged

\_\_\_\_\_ average, no strong feelings

\_\_\_\_\_ good, applicant would do well

\_\_\_\_\_ exceptional, applicant is a wonderful fit for this program

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

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Please return to:

**Good Shepherd Volunteers**

**25-30 21<sup>st</sup> Ave.**

**Astoria, NY 11105**

**718-943-7488**

**Fax: 718-777-1928**