

Tel: +27 (0)21 784 2800 | Fax: +27 (0)21 785 2414 | PO Box 1700 Sun Valley 7985 | Email: office@livinghope.co.za

**VOLUNTEER REFERENCE FORM**

We value you as a reference concerning the applicant's character, experience, and aptitude. Serious consideration will be given to your evaluation. Please provide us with as much information about the applicant as possible, so that we can accurately appraise his or her qualifications. Your prompt cooperation is greatly appreciated. Be assured that your responses will be held in strict confidence. Please complete and return to **volunteer@livinghope.co.za**

This is a recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we email me if you have follow-up questions? (Yes or No)

How long have you known this person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How well do you know this person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your relationship to Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(e.g. Pastor, Mentor, Employer, etc)*

 **ABOUT THE APPLICANT**

**Please rate the applicant as *Outstanding*, *Average*, or *Could Use Work* in the following areas.**

(Underline, Encircle or **Bold** your choice)

**Ability to Receive Correction** Outstanding Average Could Use Work

**Ability to Deal with Interpersonal Conflicts** Outstanding Average Could Use Work

**Spiritual Influence on Peers** Outstanding Average Could Use Work

**Ability to Lead** Outstanding Average Could Use Work

**Social Poise** Outstanding Average Could Use Work

**Emotional Stability** Outstanding Average Could Use Work

**Please rate the applicant as *Never*, *Sometimes*, or *Often* in the following areas.**

**Critical**  Never Sometimes Often

**Argumentative** Never Sometimes Often

**Irritable**  Never Sometimes Often

**Domineering**  Never Sometimes Often

**Depressed** Never Sometimes Often

**Rebellious** Never Sometimes Often

**Please select the option that most accurately describes the applicant:**

(Underline, Encircle or **Bold** your choice for each.)

**Teamwork**

Most effective in teamwork

Works well with others

Prefers to work alone

Frequently causes friction

**Authority**

Very teachable and open; responds very positively

Teachable; open to correction

Takes it in stride but does not apply

Rebellious; negative response

**Leadership**

Exceptional ability to lead

Has some leadership potential

Tries but lacks ability

Makes no effort to lead

**Christian Experience**

Profound and contagious

Rich and growing

Genuine but mild

Relatively superficial

**Emotional Resilience**

Meets challenges constructively

Gets discouraged easily

Gets angry; impulsive

Has the applicant proven on any occasion to be **unreliable, dishonest, rebellious, or questionable in character?**

To your knowledge, has the applicant ever been **arrested for any offense, or is/been involved in drugs, alcohol, tobacco, homosexuality, or the occult?**

Have you ever had to **confront the applicant** on a persisting issue?

**Please write a one to two paragraph open letter of recommendation for the applicant, including but not limited to their background as you are familiar with it and their ability to relate to people.**

Finally, on the basis of this information, would you recommend this Applicant for volunteer service at Living Hope? (Yes or No)