

REFERENCE FORM

Please type or print



Program Name: **Good Shepherd Volunteers**

Applicant's Name: _____

Applicant's Email _____

Reference's Name: _____

Catholic Volunteer Network fosters and promotes full-time domestic and international faith-based volunteer service opportunities for people of all ages, backgrounds, and skills. As the leading membership organization of Christian volunteer and mission programs, we support and enhance the work of our members through volunteer recruitment, training and resources, networking opportunities, and advocacy.

The applicant has chosen to apply to one or more of our member programs. Your candid comments will aid in the discernment process of those programs. No applicant is rejected on the basis of a single reference. This reference, along with the completed application packet, may be reviewed by a member of a screening committee, staff and supervisory staff at a potential service site.

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.

Submission Instructions

Please email your completed form as an attachment to gsv@gsvolunteers.org.

If you wish to complete the form by hand, references can be mailed in a signed/sealed envelope to:

Good Shepherd Volunteers
25-30 21st Ave.
Astoria, NY 11105

Questions?

Please email us at gsv@gsvolunteers.org or call the Good Shepherd Volunteers office at 718-943-7488

Please complete the following page. Thank you.

1. In what capacity have you known the applicant? For how long?

2. Some of our core values are mentioned below. In your experience of knowing this applicant, how is s/he compatible with these values?

- We work from Gospel-based principles.
- We promote social justice for all, standing in solidarity with the poor.
- We strive to be inclusive and collaborative.
- We commit to excellence in the quality of our services.

3. What are the applicant's strengths and challenges in working and/or living with others?

4. Please describe an experience in which you have seen the applicant respond to an interpersonal conflict and his or her style of communicating in the situation.

Please highlight or circle the number that best fits the applicant for each characteristic below:

1 – Above Average (exceptional, overall excellent skills and strength)

2 – Average (meets expectations, usually cooperative, willing and able)

3 – Below Average (Area of concern, possible area for growth)

N/A – Not Applicable (based on my experience with the applicant I am unable to evaluate in this category)

Characteristics					Comments (Optional)
Sense of humor	1	2	3	N/A	
Maturity	1	2	3	N/A	
Emotional stability	1	2	3	N/A	
Ability to get along with others	1	2	3	N/A	
Common Sense	1	2	3	N/A	
Dependability	1	2	3	N/A	
Tact	1	2	3	N/A	
Ability to make decisions	1	2	3	N/A	
Initiative	1	2	3	N/A	
Flexibility	1	2	3	N/A	
Ability to accept criticism	1	2	3	N/A	
Creativity	1	2	3	N/A	
Effective use of time	1	2	3	N/A	
Ability to express feelings	1	2	3	N/A	
Ability to work alone	1	2	3	N/A	
Ability to work with others	1	2	3	N/A	
Ability to accept supervision	1	2	3	N/A	
Ability to work under pressure	1	2	3	N/A	
Ability to adapt to new or unstructured situations	1	2	3	N/A	
Ability to process and reflect on life experiences	1	2	3	N/A	
Ability to hold confidences	1	2	3	N/A	

5. Overall, how would you describe the applicant? (Please choose one)

Highly Recommend

Recommend

Recommend with Reservations

Do Not Recommend

6. Is there anything else about this candidate that you would like to share?

Typed Signature _____

Date _____

Occupation/Title _____

Phone _____

Email Address _____

Address _____