

REFERENCE FORM FOR VOLUNTEER APPLICANT

180 YOUTH OUTREACH REFERENCE CHECK BY MAIL



NAME: _____ is applying to be a volunteer with the 180 Youth Outreach _____ Program and has given your name as a reference.

180 Youth Outreach asks for your help in selecting well-qualified people to serve in volunteer roles. Please complete and return this reference form as quickly as possible. To the extent allowed by law, information you provide will be treated in a confidential manner.

If you have questions or additional comments, you are welcome to call (name) _____ local office (phone number only) _____.

1. How long have you known the applicant? ____ Years / ____ Months
2. What is your relationship to the applicant? _____
3. Please rate how you would rate the applicant in each of the following qualities:

	Excellent	Good	Fair	Poor	Unknown	Comments
Understands children						
Communication skills						
Personal initiative						
Respect for others						
Positive attitude						
Sense of fairness						
Role model						
Sensitivity						
Flexibility						
Resourcefulness						
Patience						
Dependability						
Ability to complete a task						
Ability to organize						
Enthusiasm						
Sense of humor						

Please share your impressions and knowledge of the applicant's qualifications for a volunteer role, by using specific examples whenever possible.

4. Describe how well the applicant interacts and works with children/youth:

5. Describe how well the applicant interacts and works with adults:
6. How would you describe the applicant's ability to handle records and/or money?
 - _____ Very good. I would trust this person with my organization's money and financial records.
 - _____ Fair. The person would do O.K., but would need some help.
 - _____ Poor. Handling money and financial records is a problem for this person.
 - _____ Not Applicable
7. What other strengths would this applicant bring to a volunteer role in a program like this?
8. What difficulties might this applicant have fulfilling a volunteer role that needs to be focused on positive youth development or safety?
9. Describe how effective this applicant might be, when working with people who may have a disability, different values, religion, economic background, culture, or traditions?
10. What additional skills, abilities, and attributes does the applicant have that would be helpful in a volunteer position?
11. Would you be willing to place your child, or any other child for whom you are responsible, under his/her supervision?

() Yes () No () Maybe Comments:
12. Do you have any reason(s) why this person should **not** be considered for this position? If yes, please explain:

() Yes () No () Maybe Comments:
13. Would you recommend this applicant to be a volunteer in in this program?

() Yes, definitely () Yes () Yes, hesitantly () No Comments:

Reference Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Signature: _____ Date: _____

Thank you for helping identify volunteers to approve for 180 Youth Outreach programs.

Return Volunteer Reference Form by mail, e-mail, or fax to:

180 YOUTH OUTREACH REFERENCE CHECK BY PHONE

Applicant's Name: _____ **is applying for a volunteer position, to work with youth in 180 Youth Outreach Programs as a** _____ (Identify the role and describe it as needed to help the reference respond effectively.)

(The applicant) has given your name as a reference. I would like to ask you several questions. Do you have a few minutes to talk? (pause)

Thank you. Your comments will be confidential.

1. How long have you known (the applicant)? _____

2. What is your relationship to (the applicant)? _____

3. Have you ever worked with (the applicant) in a volunteer capacity? _____

If yes, please describe: _____

4. Describe (the applicant's) attitude toward his/her volunteer work? _____

5. Would you consider this applicant a positive role model? ___Yes ___No Comments:

6. Describe a situation where you've observed (the applicant) interacting with children:

7. How does (the applicant) interact and work with adults? Describe a situation:

8. How does (the applicant) respond when he/she interacts with people who have opinions and actions different from his/her own? Please explain:

9. Is (the applicant) dependable? ___ Yes ___ No Comments:

10. *(Use this question if it relates to the volunteer role.)* How would you describe (the applicant's) ability to keep records, provide reports, and/or handle money?

11. What are (the applicant's) greatest strengths and weaknesses as they relate to working with people (youth or adults)?

Strengths

Weaknesses

12. Would you be willing to place your child, or any other child for whom you are responsible, in his/her supervision? _____ Yes _____ No Why or why not?

13. Do you know any reason why this person should **not** be considered for this volunteer role? _____ Yes _____ No If yes, please explain.

14. Would you recommend this applicant for this position?
() Very Strongly () Yes () With Some Hesitation () No Comments:

Reference Name: _____

Interviewed By: _____ Date Interviewed: _____

APPROVED INTERVIEW QUESTIONS

Questions for Screening and Selecting Employees and Volunteers

The following questions may be used in a written application or personal interview. A single answer should not determine whether an applicant is selected or rejected. Along with other forms of information, answers to these questions can help you build a more complete picture of an applicant.

- ***What type of supervisory situation do you prefer?***

If applicants are very independent, they may not fit in an organization whose policies and procedures require close supervision.

- ***What age/sex of youth do you want to work with? How would you feel about working with a different age/sex?***

If an applicant seems fixated on one age/sex, be wary. However, it may be that the applicant has experience or is gifted with working with certain age groups. Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern.

- ***Is there anyone who might suggest that you should not work with youth? Why or why not?***

- ***Why do you want the job?***

- ***What would you do in a particular situation?***

Set up scenarios that involve potential concerns, boundary issues, or youth protection policies and interactions to gauge the applicant's response. Be concerned if applicants disregard the organization's policies and procedures or handle a situation poorly.

- ***What makes you a good candidate for working with youth? What would your friends or colleagues say about how you interact with youth?***

- ***What other hobbies or activities do you enjoy?***

Determine if applicants have mature, adult relationships—not just relationships with youth.