**Prospective Volunteer’s Name:**

|  |
| --- |
| Referee’s Name: |
| Position: |
| Company: |
| Phone: |
| E-mail: |
| Relationship to Referee: |

Do not contact a referee until you have permission from the Applicant (Volunteer Application form).

**How do you know the volunteer applicant?**

**How long have you known the volunteer applicant?**

**What job did the volunteer applicant do for you and what were their main responsibilities?**

**Was the applicant successful in fulfilling their duties?**

**What unique skills does the volunteer applicant have?**

**What were their strengths?**

**What were their weaknesses or areas that needed improvement?**

**Is the volunteer applicant reliable, honest and trustworthy? Have you ever has reason to question this?**

**Would you recommend the volunteer applicant?**

**Is there anything else you’d like me to know about this person or anything you would like to add?**

To be completed by the person completing the reference check

Referee contacted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_ / \_\_ / \_\_\_\_

Please circle: great reference / good reference / acceptable reference / have concerns

Additional thoughts / comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendation: ❑ Would be good fit ❑ No position available / not suitable