

## Volunteer Reference Request

**Applicant Name:** \_\_\_\_\_ **Date:** (YY/MM/DD) \_\_\_\_\_

The above person has expressed an interest in volunteering at Homewood Health Centre and has given your name as a reference. If you are willing to complete this reference, all information on this form will remain confidential and will only be shared with the Volunteer Services staff and, if required, with the staff liaison. To ensure the safety of our patients, staff and volunteers, we appreciate you being candid in your evaluation of this person. Please place the completed form in a sealed envelope, sign over the seal and return it to the applicant or directly to the address below. For more information about Homewood Health Centre, please visit [www.homewoodhealth.com](http://www.homewoodhealth.com). Thank you!

### Reference Information

Name: (print) \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Daytime Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. How long have you known this person? \_\_\_\_\_ In what capacity? \_\_\_\_\_

2. What are the applicant's best qualities, characteristics and/or strengths?

3. In what areas do you feel the applicant needs further development and is the applicant aware of this?

4. Do you have any concerns with the applicant working with vulnerable adults?  Yes  No  Not sure

5. Do you have concerns with the applicant working with money/merchandise?  
 Yes  No  Unable to judge Comments: \_\_\_\_\_

6. Please rate the applicant's skills/behavior as you would best describe him/her on a consistent basis:  
 1–very limited evidence of skill/behaviour 2–Limited evidence 3–Acceptable evidence 4–Good evidence 5–Superior evidence of skill/behaviour

Competency/Work Ethic	Rating (1-5)	Comments
Dependable / Punctual		
Follows through on commitments		
Good Communication skills		
Positive personality		
Organizational skills		
Leadership qualities		
Teamwork		
Follows direction		
Problem solving skills		
Open to constructive feedback		

7. On the basis of the above information, the applicant is:  
 Highly recommended  Recommended  Recommended with some reservation  Not recommended

Please add any other comments which you would like to make about this applicant: