



Area Director Reference

Reference may not be a relative, spouse,
partner, or significant other

Applicant Information

APPLICANT NAME

REGION FROM WHICH YOU ARE APPLYING

I WAIVE MY RIGHT OF ACCESS TO THIS FORM

I DO NOT WAIVE MY RIGHT OF ACCESS TO THIS FORM

SIGNATURE

Reference Information

NAME

ADDRESS

CITY

STATE

ZIP +4

E-MAIL ADDRESS

PHONE

About This Reference Form

Jesuit Volunteer Corps places passionate, talented volunteers at agencies that work for social justice. Volunteers serve in low-income communities throughout the United States, working directly with people who live on the margins of society.

Talking Points Regarding the Applicant

Please write a reference letter on a separate sheet of paper, using the following talking points as a guide. Please address all talking points. Keep a completed copy for your records and return this reference, plus one copy, to the applicant in a sealed envelope with your name signed across the sealed flap. **Thank you for your candid comments.**

1. *How has the applicant lived the values of JVC? Where have you seen growth? In what areas does the applicant need to be challenged?*
2. *How has the applicant responded to you as an Area Director and to opportunities offered by the JVC program (e.g., retreats, support persons, spiritual direction, etc.)?*
3. *Do you recommend the applicant be offered the opportunity to do an additional year in JVC?*

Interpersonal Skills of the Applicant

√ Check the box that best describes how the applicant typically behaves on most days, in most situations, and with most people. Be thoughtful; do not give a person all 1's or all 5's.

| | 1. Almost Always | 2. Usually | 3. Occasionally | 4. Rarely | 5. Almost Never | Unable to Judge | Comments |
|---|------------------|------------|-----------------|-----------|-----------------|-----------------|----------|
| Displays maturity | | | | | | | |
| Communicates clearly and effectively | | | | | | | |
| Demonstrates dependability | | | | | | | |
| Interacts well one on one | | | | | | | |
| Interacts well in groups | | | | | | | |
| Accepts critique | | | | | | | |
| Shows flexibility in difficult or unexpected situations | | | | | | | |
| Displays healthy sense of humor | | | | | | | |
| Knows own limits | | | | | | | |
| Able to express own needs | | | | | | | |
| Openly expresses feelings | | | | | | | |
| Integrates beliefs and values into life experience | | | | | | | |

List three adjectives that best describe the applicant:

1 _____ 2 _____ 3 _____

Overall, how would you rate the applicant?

- | | | |
|--|--|--|
| <input type="checkbox"/> Exceptional, rare find | <input type="checkbox"/> Very good, no reservations at all | <input type="checkbox"/> Good, better than many |
| <input type="checkbox"/> Recommend, no strong feelings | <input type="checkbox"/> Might be okay, some reservations | <input type="checkbox"/> Weak, should be discouraged |

Signature and Date

SIGNATURE

DATE