



## Community Member #2 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

OCCUPATION

### About This Reference Form

The Jesuit Volunteer Corps Northwest seeks mature, well balanced men and women motivated by our mission to work with people who are poor and oppressed in the United States and around the world. Volunteers live in an intentional community in a Christian environment, and commit to living a simple lifestyle. The applicant named above has asked you to fill out this reference form, which is part of the larger application to the JVC Northwest program. Please answer these questions honestly, and to the best of your ability; omit any question you do not feel qualified to answer. This reference may also be reviewed by the supervisor at the job site for which the applicant is being considered. No applicant will be rejected on the basis of a single reference.

### 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. Length of time your community-mate has expressed desire to serve an additional year, and reasons they have expressed for this desire..*
- 2. Experience with your community-mate in times of conflict and crisis.*
- 3. Experience with your community-mate's articulation of how this year of service has impacted their faith or beliefs.*
- 4. Assessment of how the candidate has embraced the values of JVC this year and her/his openness to deepening understanding and lived experience of these values through an additional year.*
- 5. Anything else you feel it may be helpful to include.*

## *Interpersonal Skills of the Applicant*

*K* 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
Exhibits healthy sense of humor							
Demonstrates loyalty							
Interacts well in groups							
Interacts well one-on-one							
Discusses social issues							
Talks about faith or beliefs							
Conscientiously uses time and money							
Addresses conflict							
Knows own limits							
Cares for own needs							
Is tactful							
Displays flexibility in addressing difficult or unexpected situations							

*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