



Supervisor Reference

Reference to be completed by your current supervisor. 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. Please describe the applicant's performance at work this year.
2. How has the applicant demonstrated a commitment to social justice this year?
3. Please describe a time when you asked the applicant to accept additional responsibility at work. What were the circumstances? Who was involved? How well did she/he respond? What was the outcome?
4. Please describe a time when you gave constructive criticism to the applicant. What were the circumstances? How well did she/he respond? What was the outcome?
5. Please list the skills the applicant uses in her/his job at your organization. Describe how you have seen the applicant improve on these skills during her/his time with your organization.
6. Do you recommend the applicant be offered the opportunity to do another year in JVC Northwest?

Interpersonal Skills of the Applicant

√ Check the box that best describes how the applicant typically behaves on most days, on most projects, and with most people.

	1. Almost Always	2. Usually	3. Occasionally	4. Rarely	5. Almost Never	Unable to Judge	Comments
Arrives on time							
Works full shift							
Seeks feedback from colleagues							
Dresses Appropriately							
Takes initiative							
Solves Problems							
Accepts direction well							
Interacts well with diverse populations							
Effectively handles crisis							
Displays common sense in everyday situations							
Works well with others							
Able to work alone							
Uses time effectively							
Knows personal limits							
Able to express own needs							

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