



# PHJC Volunteers

*Make a difference with heart!*

## Reference Form

*(Reference is to be completed by someone who knows the applicant very well. It may not be a professor, supervisor, coach, relative, spouse, partner or significant other.)*

*This reference form will help us to better know the applicant for our Volunteer Program as we consider her acceptance and placement with the PHJC Volunteer Program. When possible, please use specific examples or scenarios in the answers. Please return this form directly to our office as soon as possible at the address or FAX number provided at the end of this form.*

*The Poor Handmaids of Jesus Christ Volunteer Program seeks mature, well-balanced, motivated individuals compelled by our Mission and Core Values. This reference will be reviewed by the co-directors of the Volunteer Program as well as by the supervisor of the agencies/ministries for which the applicant may be considered.*

### APPLICANT INFORMATION (This section to be completed by the applicant.)

Applicant's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

I waive my right of access to this for  I do not waive my right of access to this form.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REFERENCE INFORMATION (This section to be completed by the reference.)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Length of time reference has known applicant: \_\_\_\_\_

**QUESTIONS REGARDING THE APPLICANT:** *Please type your numbered responses on a separate sheet of paper. Keep a completed copy for your records and return this reference to the address/fax listed at the bottom of this form. Thank you for your candid responses!*

1. How long have you been aware of the applicant's desire to be a PHJC Volunteer?
  
2. List three adjectives that describe the applicant.
  
3. From your experience with the applicant, describe her ability to live with people who espouse different values. Please provide specific examples.
  
4. The Poor Handmaids of Jesus Christ live by four core values: openness to the Spirit, community, simplicity and dignity and respect for all. Can you give examples of how this applicant may have lived out these values? Can you give examples of when the applicant did not live these values?
  
5. Which of these values do you believe would be the applicant's greatest strengths? Which would be most challenging?
  
6. Describe a time when you have witnessed or been involved in conflict with the applicant. What did the applicant specifically do to seek and reach resolution to the conflict?
  
7. Do you have any reservations about this applicant? Please explain.
  
8. Does the applicant demonstrate self-awareness, self-initiation and a willingness to learn?

9. Please let us know anything else about the applicant that would be helpful in determining her suitability as a PHJC Volunteer.

Please rate the applicant on the following interpersonal skills. Check the box that you feel best describes how the applicant typically behaves on most projects and with most people.

|  | Excellent | Satisfactory | Needs Improvement | Unsatisfactory | N/A |
|--|-----------|--------------|-------------------|----------------|-----|
| Exhibits a healthy sense of humor                                  |           |              |                   |                |     |
| Thoughtfully uses resources (time, money, gifts)                   |           |              |                   |                |     |
| Knows own limits   |           |              |                   |                |     |
| Cares for own needs  |           |              |                   |                |     |
| Interacts well in one-on-one                                       |           |              |                   |                |     |
| Interacts well in groups   |           |              |                   |                |     |
| Addresses conflict in a timely manner                              |           |              |                   |                |     |
| Displays flexibility   |           |              |                   |                |     |
| Is tactful   |           |              |                   |                |     |
| Is open to others of different backgrounds, faiths, and/or beliefs |           |              |                   |                |     |
| Can spend time alone   |           |              |                   |                |     |
| Is a self-starter  |           |              |                   |                |     |
| Shares ideas   |           |              |                   |                |     |
| Shows compassion/empathy   |           |              |                   |                |     |
| Can live simply  |           |              |                   |                |     |
| Contributes to the well being of others                            |           |              |                   |                |     |
| Demonstrates enthusiasm  |           |              |                   |                |     |
| Demonstrates integrity   |           |              |                   |                |     |
| Demonstrates respect for all persons                               |           |              |                   |                |     |

Overall, how would you rate the applicant? (Check one.)

- Exceptional, rare find. (Top 5%)
- Confidently recommend with no reservations (Top 15%)
- Good, better than many (Top 25%)
- Recommend. No strong feelings (Top 50%)
- Might be okay. (Below 50%)
- Do not recommend.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please return this Reference Form to:**  
 Sr. Connie Bach, PHJC  
 PHJC Volunteer Program  
 P.O. Box 1  
 Donaldson, IN 46513

... or Fax to (574) 287-8342  
 Attention: Sr. Connie Bach