

TO BE COMPLETED BY THE REFERENCE

Name of Applicant

Name of Reference

To the Applicant – Please print three copies of this reference form and send to your listed references along with a stamped envelope addressed to:

Volunteer Coordinator
La Puente Home
PO Box 1235
Alamosa, CO 81101

To the Reference – La Puente Home is a not-for-profit organization in Colorado’s San Luis Valley providing emergency shelter, food services, advocacy, and transitional services for the homeless and community members in crisis. We endeavor to meet immediate needs and to empower people to live independently, with dignity. Our volunteers commit to work for a year and live in simple lifestyle communities with other volunteers. The applicant named above has chosen you to let us know more about her/him as we consider her/his acceptability for the La Puente Volunteer Program. Please complete the reference form and return to us in the envelope provided by the applicant. Thank you for your comments.

Occupation, Relationship to Applicant and Length of time you have known her/him:

Please provide answers to the following on separate pages.

- 1) All personality styles have their built-in strengths and weaknesses. Please describe the applicant’s basic strengths, including any special skills or gifts she/he has.
- 2) Please describe the applicant’s work areas (“weaknesses”), how aware she/he is of these, and any ways that she/he is consciously addressing them.
- 3) Please describe the applicant’s communication skills, including how she/he deals with interpersonal conflict.
- 4) Please comment on how the applicant responds to stressful situations.
- 5) Please give overall recommendation and anything else you would like us to know about the applicant as a potential La Puente Home Volunteer.

Please check the box you feel best describes the applicant.

	Excellent	Above Average	Average	Below Average	Weak	Unable to Judge	Comments
Sense of humor							
Maturity							
Emotional stability							
Gets along with others							
Common sense							
Dependability							
Tact							
Initiative							
Flexibility							
Creativity							
Ability to express feelings							
Ability to work alone							
Ability to work with others							
Effective use of time							
Ability to accept direction in work							
Knows own limits/cares for own needs							

List three adjectives that best describe the applicant:

Overall, how would you rate the applicant?

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

Signature

Date

Address

City

State

Zip Code

Phone

Email

