

CALVERT LIBRARY VOLUNTEER REFERENCE FORM PART 1

Prospective Volunteer's Full Name:
Desired Volunteer Position:

Please answer the following questions, to the best of your knowledge, based on your interactions with the applicant.

Name of Reference:		Date:
Phone Number:	Email Address:	
Company/Organization Name:		Position:
Your Signature:		
<i>Note: Calvert Library does telephone reference follow up interviews for potential volunteers. The follow up call will take approximately five minutes.</i>		How can we best reach you? Days: Times: Phone Number:

How long have you known the person named above?
In what capacity have you known him/her?

1. In your judgment, how would you describe his/her character and attitude?

<input type="checkbox"/>	Outstanding
<input type="checkbox"/>	Good
<input type="checkbox"/>	Adequate
<input type="checkbox"/>	Below Average
<input type="checkbox"/>	Poor
<input type="checkbox"/>	N/A

Comments:

4. How would you describe his/her ability to work with and relate to adults?

<input type="checkbox"/>	Outstanding
<input type="checkbox"/>	Good
<input type="checkbox"/>	Adequate
<input type="checkbox"/>	Below Average
<input type="checkbox"/>	Poor
<input type="checkbox"/>	N/A

Comments:

2. How would you rate his/her reliability?

<input type="checkbox"/>	Outstanding
<input type="checkbox"/>	Good
<input type="checkbox"/>	Adequate
<input type="checkbox"/>	Below Average
<input type="checkbox"/>	Poor
<input type="checkbox"/>	N/A

Comments:

5. How would you rate his/her ability to communicate?

<input type="checkbox"/>	Outstanding
<input type="checkbox"/>	Good
<input type="checkbox"/>	Adequate
<input type="checkbox"/>	Below Average
<input type="checkbox"/>	Poor
<input type="checkbox"/>	N/A

Comments:

3. How would you describe his/her ability to work with and relate to children?

<input type="checkbox"/>	Outstanding
<input type="checkbox"/>	Good
<input type="checkbox"/>	Adequate
<input type="checkbox"/>	Below Average
<input type="checkbox"/>	Poor
<input type="checkbox"/>	N/A

Comments:

6. How would you relate his/her organizational skills?

<input type="checkbox"/>	Outstanding
<input type="checkbox"/>	Good
<input type="checkbox"/>	Adequate
<input type="checkbox"/>	Below Average
<input type="checkbox"/>	Poor
<input type="checkbox"/>	N/A

Comments:

CALVERT LIBRARY VOLUNTEER REFERENCE FORM PART 2 PHONE INTERVIEW

To be completed by Calvert Library staff only:

Staff Name:

Date:

Prospective Volunteer's Full Name :

Desired Volunteer Position :

Name of Reference:

7. Is there anything else you could say about him/her that would help us make a decision about adding this person to the Volunteer program at Calvert Library?

8. Does he/she have any history of work place violence or similar offenses?

9. Some volunteer positions include working with children. Are you aware of any reason why we should not allow this person to work with children? If yes, please explain:

10. Is there any additional information you would like to share?

To be completed by Calvert Library staff only:

Comments :