



SSJ Mission Corps

"One Year to Change a Life"

9701 Germantown Ave · Philadelphia, PA · 19118

Phone 215-248-7235 · Fax 215-248-7237 · ssjmissioncorps@gmail.com

GENERAL REFERENCE FORM

(Please type or print clearly)

Applicant's Name: _____

To the Applicant: Please check one of the following statements:

_____ I waive my right of access to this reference form.

_____ I do NOT waive my right of access to this reference form.

Signature of Applicant _____

Name of Reference (Please Print): _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

To the Reference: The applicant named above is requesting to be a volunteer with the SSJ Mission Corps and you have been selected as a reference. Because of the community aspect of our program, it is very important that we receive an honest evaluation of the applicant's personality, capabilities, strengths, and weaknesses. No applicant will be judged on the basis of a single reference. Please feel free to omit any questions you do not feel qualified to answer. Thank you for your honest comments.

Please return this reference in a sealed envelope with your name signed across the sealed flap. Also, please keep a copy of this completed form for your records in case this reference is lost in the mail.

Priority deadline for Application is March 1st, 2012.

Send to: **Colleen O'Grady**
SSJ Mission Corps Program
9701 Germantown Ave.
Philadelphia, PA 19118

How long and in what capacity have you known the applicant?

If you are an employer please describe the position the applicant held:

Please complete the following section by circling the response that best reflects your judgment of the applicant in that area. Jot any comments you feel necessary for clarity.

1 = always, 2 = almost always, 3 = sometimes, 4 = seldom, 5 = never, NA = not able to judge

The Applicant...						Comments
Handles responsibility	1	2	3	4	5	NA
Relates to a variety of people	1	2	3	4	5	NA
Works well independently	1	2	3	4	5	NA
Works well in groups	1	2	3	4	5	NA
Adjusts to new situations	1	2	3	4	5	NA
Is mature	1	2	3	4	5	NA
Is creative	1	2	3	4	5	NA
Takes initiative	1	2	3	4	5	NA
Is effective in stressful situations	1	2	3	4	5	NA
Demonstrates leadership qualities	1	2	3	4	5	NA
Is tolerant of others	1	2	3	4	5	NA
Is approachable	1	2	3	4	5	NA
Is honest and trustworthy	1	2	3	4	5	NA
Is loyal, reliable, and dependable	1	2	3	4	5	NA
Communicates well	1	2	3	4	5	NA
Open to other people's views	1	2	3	4	5	NA
Is fair and consistent	1	2	3	4	5	NA
Is emotionally stable	1	2	3	4	5	NA
Is assertive	1	2	3	4	5	NA
Is confident	1	2	3	4	5	NA
Has a sense of humor	1	2	3	4	5	NA
Integrates faith in her own life	1	2	3	4	5	NA
Is in good physical condition	1	2	3	4	5	NA

Can you give 3 adjectives that best describe the applicant:

25. Overall, how would you rate this applicant?

___ exceptional, a rare find

___ very good, no reservations at all

___ good, better than many

___ recommended, no strong feelings

___ OK, with some reservations

___ very weak, should be discouraged

26. Do you have any additional information about the applicant that you feel would be important to know?

Signature: _____

Date: _____