

Volunteer Applicant Reference Check (2 references required)

Name of Applicant: _____

Volunteer Position Applying For (if known): _____

Reference: Name _____ Phone _____

1. How long have you known the applicant? _____

2. What is your relationship to the applicant? _____

3. How well does he/she work without supervision? _____

4. How well does he/she work on a team? _____

5. Does he/she follow tasks through to completion? _____

6. Does he/she demonstrate initiative? How? _____

7. Please rate his/her qualities by checking the appropriate box - (1 = Never; 3 = OK; 5 = Always):

	1	2	3	4	5
Dependable					
Punctual					
Trustworthy					
Patient					
Tolerant of Differences					
Assertive					
Self-Directed					
Good Communication Skills					

Additional comments on above qualities: _____

8. Would you be willing to have him/her work one-on-one with your child or parent? Please explain your answer: _____

9. What would you say are his/her weaknesses? _____

10. Would you recommend him/her for a volunteer assignment with the Barrie Public Library? _____

Other comments: _____

Signature of Reference: _____ Date: _____

Note to person providing reference: This form may be faxed to the Barrie Public Library at 705-728-4322; mailed to 60 Worsley Street Barrie, Barrie, ON L4M 1L6 or scanned and emailed to emily.fleming@barrie.ca. The applicant has given the Library permission to contact you for verification of information provided. Information will be kept confidential. Questions may be directed to Emily Fleming, Coordinator of Volunteer Resources at 705-728-1010 extension 7005 or emily.fleming@barrie.ca