



## Reference Form for Volunteering

**Instructions:** Two references are required for each applicant. References must be a minimum of 21 years of age and have known the applicant for a minimum of 1 year. Please note: References must not be family members or friends. Return the form once completed directly to Kimberly Penton, Volunteer Coordinator [kimberly.penton@gildasclubtoronto.org](mailto:kimberly.penton@gildasclubtoronto.org) or print and fax it to 416-214-0346 with the subject line Reference.

Date:

Name of Volunteer Applicant:

Position Requested:

**Your name:**

**Relationship to Applicant:**

**Phone Number:**

**Email:**

How long have you known the applicant?

In what capacity:

*If applicable:* In this position, what were the tasks performed by the applicant:

How would you rate their overall performance on a scale of (1 to 10) in that role?

From your knowledge/experience, what personal qualities does he/she have that would help him/her relate to persons living with or affected by cancer?

**How would you describe the Applicant: please note and share an example if possible in your experience.**

Interpersonal skills:

Dependability/reliability/punctuality:

Organizational skills / ability to multitask:

Ability to follow directions:

Ability to work independently:

Ability to work as a team member:

Ability to receive feedback:

Creativity / initiative:

Ability to support a diverse group of people:

Commitment to maintain confidentiality:

Maintaining boundaries:

What do you consider this candidate's top strengths?

Were there any areas of improvement?

How would you describe the person's ability to deal with stressful situations?

With people of different cultures or lifestyles?

If applicable: If a position were available, would you consider re-hiring the applicant and why or why not:

Are there any reasons why you think that this person would not be a good volunteer?

Thank you.

Note: This reference form will be kept confidential in the applicant's file.