



# Prospective Member Reference Form

\_\_\_\_\_  
(Print Name of Applicant)

## TO THE PERSONAL REFERENCE:

AmeriCorps engages more than 70,000 Americans a year in results-driven service sponsored by thousands of local and national nonprofits, public agencies, and faith-based and community organizations. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs. In return, AmeriCorps members may earn a Segal AmeriCorps Education Award that helps pay for college or pay back student loans.

The person named above is applying to be an AmeriCorps member. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

The person above is applying for an AmeriCorps position with the ACCESS Project. AmeriCorps is a national community service program supported by a partnership of federal and state governments and local communities. The focus of ACCESS program is helping immigrant/refugee residents to succeed in their adjustment to life in North Carolina.

**Note: The person providing this reference cannot be a family member (i.e., parent, child, spouse, grandparent, uncle, etc.**

## REFERENCE INFORMATION

Please provide *your* contact information:

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

In what capacity have you known the applicant?

Employer / Supervisor     Co-worker     Teacher / Professor     Volunteer Supervisor  
 Religious Leader     Friend     Other: \_\_\_\_\_

## WORK PERFORMANCE

1. Please comment on the applicant's work performance in relation to the following qualities:

a. Dependability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Initiative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Ability to Work Independently:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Punctuality:

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e. Responsibility:

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f. Work Ethic:

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2. In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please check one.

- Outstanding Performance
- Above Average Performance
- Satisfactory Performance
- Below Average Performance
- Unsatisfactory Performance

**RELATIONSHIPS WITH OTHER PEOPLE**

3. AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with other people in relation to the following qualities:

a. Cultural Sensitivity:

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b. Teamwork Skills:

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c. Flexibility:

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**EMOTIONAL MATURITY**

4. Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

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**COMMITMENT**

5. The AmeriCorps ACCESS Project requires a year-long commitment. During the year, challenges and obstacles are certain to arise. When an applicant does not successfully complete the service year, it has a negative impact on the program and its future funding. In your opinion, please describe the applicant's ability to follow through with their commitment(s).

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**ADDITIONAL COMMENTS AND SUPPORTING INFORMATION**

6. Please highlight any strengths you feel the applicant has that would make him/her an excellent candidate for the ACCESS program.

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7. Please describe any weaknesses that would challenge the applicant in his/her professional capacity.

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8. *Optional:* You may attach a letter to explain any of your ratings, to address any reservations you have regarding the applicant's ability to serve, and/or to express anything else you feel is relevant to the applicant's participation in an AmeriCorps program.

**OVERALL RECOMMENDATION**

9. What is your overall recommendation?

- I recommend the applicant for AmeriCorps service.
- I have some reservations, but I believe the applicant will succeed in serving with AmeriCorps.
- I do not recommend this applicant for AmeriCorps service.

10. Should the applicant you are recommending fail to complete the commitment, would you like to be notified?

- Yes
- No

**CONFIDENTIALITY STATEMENT**

I AUTHORIZE the ACCESS program to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.

I DO NOT authorize the ACCESS program to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Signature: \_\_\_\_\_ Date Reference Completed: \_\_\_\_\_

**Please complete ALL questions on the form, sign, and return the completed form in a sealed envelope to the applicant to add to his/her application package. Thank you for your time!**