



AmeriCorps
North Carolina

**AmeriCorps Cross-Cultural Education Service Systems (ACCESS) Project
Reference Form**

(Print Name of AmeriCorps Applicant)

AmeriCorps is a national service program that engages individuals to serve with nonprofits, public agencies, and community organizations to address critical community needs. Its mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. AmeriCorps Volunteers receive a living allowance during their service term and, upon successful completion, are eligible for a Segal AmeriCorps Education Award to help pay for qualified educational expenses, including repaying student loans.

The applicant is applying to serve with the ACCESS Project at the Center for New North Carolinians at the University of North Carolina at Greensboro, an AmeriCorps program that supports immigrants and refugees in their integration and path toward self-sufficiency in North Carolina. Your reference will help us assess the candidate’s suitability, commitment, and qualifications. Your candid input is greatly appreciated.

Please complete **ALL** the questions on the form, sign, date, and send the form to the ACCESS Project email at: acaccess@uncg.edu with the subject – “Reference for _____.” Thank you!

applicant complete name

REFERENCE INFORMATION

Please provide your contact information:

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: (____) _____ Email: _____

KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? _____ Years _____ Months

What’s your connection to the applicant?

- Employer / Supervisor Co-worker Teacher / Professor Volunteer Supervisor
 Community Leader Friend Religious Leader 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:

e. Responsibility:

f. Work Ethic:

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 Volunteers 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:

b. Teamwork Skills:

c. Flexibility:

EMOTIONAL MATURITY

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

COMMITMENT

5. The ACCESS Project requires a year-long commitment (Sept. – Aug.). During the year, challenges and obstacles are sure to arise. When an applicant does not complete their service year, it harms the program and future funding. Please describe the applicant’s ability to follow through with their commitment(s).

STRENGTHS & WEEKNESSES

6. Please highlight any strengths that would set the applicant apart for the ACCESS program.

7. Please describe any weaknesses that would challenge the applicant’s professional capacity.

OVERALL RECOMMENDATION

8. 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.

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.

Date Reference Completed: _____

Signature (handwritten/drawn signature only): _____