

**Request for Reference  
With Release of Information**

I have applied to the Committee Against Domestic Abuse as a volunteer/intern and I desire that they be fully advised of my qualifications for this position.

I therefore respectfully request that you furnish the necessary information and I hereby release you from any and all liability of damages for providing the information requested on this form. I further authorize my signature to be duplicated and acknowledge that duplicate copies of this request are valid.

|                  |                        |      |
|------------------|------------------------|------|
| Applicant's Name | Signature of Applicant | Date |
|                  |                        |      |

The above named person has applied to be a volunteer/intern with our program and has agreed to ask you to serve as a reference. Please complete this personal reference form as completely as possible. Your comments will help serve our clients more effectively and will be considered confidential. *Thank you for your time.*

1. In what context do you know this applicant? \_\_\_\_\_
2. How long have you known this person? \_\_\_\_\_
3. How well do you know her/him? \_\_\_not very well\_\_\_ well\_\_\_very well
4. How well does this person prioritize and follow through with commitment? \_\_\_\_\_

5. Please rate the applicant, on a scale of 1 to 4, in regard to the qualities listed below and on the back page.

- 1=An area where much growth is needed.
- 2=Some additional growth is needed.
- 3=Average development in this area
- 4=Well developed quality of the applicant

**COMMENTS**

|                       |   |   |   |   |  |
|-----------------------|---|---|---|---|--|
| Maturity              | 1 | 2 | 3 | 4 |  |
| Sensitivity to others | 1 | 2 | 3 | 4 |  |

|  | Needs Growth |   | Well Developed |   | COMMENTS |
|--|--------------|---|----------------|---|----------|
| Warmth of personality                        | 1            | 2 | 3              | 4 | _____    |
| Emotional stability                          | 1            | 2 | 3              | 4 | _____    |
| Willingness to learn                         | 1            | 2 | 3              | 4 | _____    |
| Nonjudgmental Attitude                       | 1            | 2 | 3              | 4 | _____    |
| Ability to express one's thoughts & feelings | 1            | 2 | 3              | 4 | _____    |
| Effective Communication                      | 1            | 2 | 3              | 4 | _____    |
| Accepts Responsibility                       | 1            | 2 | 3              | 4 | _____    |

6. How do you rate your overall assessment of the applicant's suitability as a volunteer/intern at the Committee Against Domestic Abuse:

Highly recommend without reservations       Recommend with some reservations  
 Cannot recommend due to lack of knowledge       Do not recommend

7. Other comments: \_\_\_\_\_

\_\_\_\_\_

Reference contact's name

\_\_\_\_\_

Phone number

\_\_\_\_\_

Reference contact's signature

\_\_\_\_\_

Date

Please return quickly by mail in SASE (self addressed, stamped envelope) provided by applicant. Questions? Call Tammera A. Wachtel at 507-625-8688.