**Volunteer reference form**

*Please note that references must have known the applicant for a minimum of one year in a professional (non-personal) capacity (for example: supervisor, co-worker, teacher, coach, volunteer supervisor). Family, friends*

*and physicians are not eligible to be references. References may be contacted for additional information.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference information** | | | | | |
| Name | | Telephone # | | | |
| Email address | | City | | | |
| Occupation | | Company | | | |
| What is your relationship to the volunteer applicant? (e.g. employer, teacher, coach)  Click here to enter text. | | | | | |
| I have known the volunteer applicant for years. | | | | | |
| I have been asked to provide this volunteer reference for | | | Click here to enter text.  (name of volunteer applicant) | | |
| Volunteers at St. Michael’s are focused on providing compassionate service and support to our patients, families  and visitors. *In your own words, what makes the applicant a suitable candidate for volunteer service in a*  *hospital?*  Click here to enter text. | | | | | |
| Please comment on how well the Applicant exhibits the following characteristics of a good volunteer.  **(3 = excellent, 2 = good, 1 = area for improvement)** | | | | | |
| *Positive Attitude* |  | | | *Good Customer Service Skills* |  |
| *Good Communication Skills* |  | | | *Shows Initiative* |  |
| *Follows through on Commitments* |  | | | *Ability to Work Well with Others* |  |
| *Ability to Manage Stress* |  | | | *Compassionate Towards Others* |  |
| I understand that any willful misrepresentation made by me in connection with this reference will be sufficient  cause for the dismissal of the applicant from Volunteer Services. | | | | | |
| Signature Click here to enter text. | | | | Date Click here to enter a date. | |
| **Office Use Only: Reference contacted date: Initial:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_** | | | | | |

*St. Michael’s could not realize its mission and vision without volunteers.*

*Thank you for taking the time to provide this reference.*

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