



Reference *Mission*

Applicant's Name _____

Name of Reference (please print) _____

Dear Reference,

This individual has applied for a position in our **MERCYWORKS** volunteer program. Your careful attention to the questions below will be greatly appreciated. The information you give will be kept strictly confidential.

The Applicant has authorized the release of information to Mercy Home for Boys and Girls.

Signature of Applicant _____

To the reference – The **MERCYWORKS** volunteer program seeks mature, well-balanced women and men motivated by our mission to work with the troubled and hurting children of the Home. Volunteers live in a simple lifestyle community with other volunteers. The applicant named above has chosen you to let us know more about him/her as we consider his/her acceptability for the Mercy Home program. No applicant will be rejected on the basis of a single reference. Please feel free to omit any questions that you do not feel qualified to answer. This reference, along with the completed application, may also be reviewed by the placement for which the applicant is being considered. All placements will be within Mercy Home for Boys & Girls. Please type or print clearly in black ink on this form or on a separate sheet of paper.

Please mail this reference form to: **Katie Keller Smith, MercyWorks Volunteer Program, Mercy Home for Boys and Girls, 1140 W. Jackson Blvd., Chicago, IL 60607**. The applicant needs your reference as part of his/her completed application. Please keep a copy of this completed form for your records in case this reference is lost in the mail. Thank you for your candid comments.

1. How long have you known the applicant? In what capacity?
2. Describe how the applicant has demonstrated a concern for others. Is this concern for others connected with the applicant's values and beliefs? Explain.
3. The MercyWorks mission statement is: "The MercyWorks program offers a diverse group of highly motivated women and men—who are inspired by the Gospel call to faith and justice and who possess a desire to make a difference in the lives of hurting children—a unique opportunity to acquire professional experience while growing spiritually, personally and professionally." Do you believe the applicant to be a person who can make this mission come alive at Mercy Home? Please explain and give specific examples.

4. What else would you like us to know about the applicant as a potential Mercyworks volunteer?

Please complete the following survey.

Check the box which you feel best describes the applicant.

	<i>Excellent</i>	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>Weak</i>	<i>Unable to Judge</i>	<i>Comments</i>
Sense of humor							
Maturity							
Emotional stability							
Gets a long with others							
Common sense							
Dependability							
Tact							
Initiative							
Flexibility							
Creativity							
Ability to express feelings							
Ability to work alone							
Ability to work with others							
Effective use of time							
Ability to accept direction in work							
Knows own limits / Cares for own needs							
Seeks integration of values & beliefs in own life							

List three adjectives that best describe the applicant:

Overall, how would you rate the applicant?

- Exceptional, rare find
 Very good, no reservations at all
 Good, better than many
 Recommend, no strong feelings
 Might be okay, some reservations
 Weak, should be discouraged

Signature _____ Date _____

Address _____ Phone () _____

City / State / Zip _____

Occupation _____