



For Office Use Only:
 Date reference form sent: ___/___/___
 Date reference form received: ___/___/___
 ---OR---
 Reference called by: _____
 on date: ___/___/___ at time: _____AM/PM
 phone # dialed from: (____)_____
 phone # dialed to: (____)_____

Character Reference Form for UGA Extension Programs

Applicant's Name: _____

The above named applicant is applying to do volunteer work with a UGA Extension Program and has given your name as a reference. UGA Extension seeks your assistance in selecting the best qualified people to serve and will appreciate your completion of this form. Please feel free to add additional pages of comments or information. Return this form and any attachments to:

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Does the applicant have a positive and pleasant attitude toward volunteer work? _____

How would you describe the applicant's ability to handle records and/or money? _____

Please use the checklist to evaluate the applicant's qualities. Use the following marking system:

| E = Excellent | G = Good | F = Fair | N = Not Known |
|-----------------------------|-----------------|---------------------|----------------------|
| Ability to Organize | _____ | Leadership Skills | _____ |
| Ability to Work with Others | _____ | Resourcefulness | _____ |
| Communication Skills | _____ | Respected by Others | _____ |
| Dependability | _____ | Sense of Fairness | _____ |
| Flexibility | _____ | Sense of Humor | _____ |
| Initiative | _____ | Supervisory Skills | _____ |

What additional skills, abilities, and attributes does the applicant have that would be helpful in this position? _____

~ PLEASE CONTINUE ON TO PAGE 2 ~



Do you know any reason why this person should not be considered for the position? _____

Name of Reference _____

Signature _____ Date _____

Phone Number _____ Email _____

Please also complete the following section if the applicant is applying to work with youth in their role as a volunteer.



How well does the applicant interact and work with children/youth? _____

Would you be willing to place your child, or any other child for whom you are responsible under his/her leadership and supervision? Why? _____

What do you think are the applicant's greatest strengths and weaknesses as they relate to working with young people and leading a group?

| <u>Strengths</u> | <u>Weaknesses</u> |
|------------------|-------------------|
| | |

Please use the checklist to evaluate the applicant's qualities. Use the following marking system:

E = Excellent

G = Good

F = Fair

N = Not Known

Enthusiasm _____

Patience _____

Role Model for Youth _____

Understanding of Children _____