



# JESUIT VOLUNTEER CORPS

## Employer/Supervisor Reference

Reference may not be a relative, spouse, partner, or significant other

### APPLICANT INFORMATION

Applicant Name

Select the program to which you are submitting your application

- Domestic Program
- International Program

Right of Access

- I waive my right of access to this form
- I do not waive my right of access to this form

Signature

### REFERENCE INFORMATION

Name

Address

City

State

Zip

E-Mail Address

Phone Number

Title

Organization Name

Relationship to Applicant?

Length of Time Reference has Known Applicant

### ABOUT THIS REFERENCE FORM

The Jesuit Volunteer Corps seeks mature, well-balanced women and men motivated by the mission of JVC to work with people who are poor and oppressed in the United States and around the world. Volunteers live in communities where the majority of the members profess a Christian faith. The applicant named above has asked you to fill out this reference form, which is part of the larger application to the JVC program. Please answer these questions honestly, and to the best of your ability; omit any questions that you do not feel qualified to answer. This reference may also be reviewed by the supervisor at the job site for which the applicant is being considered. No applicant will be rejected on the basis of a single reference.

### SUBMITTING COMPLETED REFERENCE FORM

Please submit a reference letter, addressing each of the following points. Keep a completed copy for your records and return this reference to: [recruiter@jesuitvolunteers.org](mailto:recruiter@jesuitvolunteers.org)

## QUESTIONS REGARDING THE APPLICANT

Please describe the applicant's performance at work this year.

How has the applicant demonstrated a commitment to social justice this year?

Please describe a time when you asked the applicant to accept additional responsibility at work. Who was involved? How well did she/he respond? What was the outcome?

Please describe a time when you gave constructive criticism to the applicant? How well did she/he respond? What was the outcome?

Please describe a time in which you observed the applicant react to a difficult or unexpected situation. Who was involved? How well did she/he respond? What was the outcome?



List three adjectives that best describe the applicant:

1.

2.

3.

Overall, how would you rate the applicant?

- |   |  |
|---|--|
| <input type="checkbox"/> Exceptional, rare find           | <input type="checkbox"/> Very good, no reservations at all |
| <input type="checkbox"/> Good, better than many           | <input type="checkbox"/> Recommend, no strong feelings     |
| <input type="checkbox"/> Might be okay, some reservations | <input type="checkbox"/> Weak, should be discouraged       |

---

---

Signature

Date