

REFERENCE FORM:

References should be from people who know your skills, interests, and motivations. They should also be able to describe your work ethic. *Two written references are required for full-time AmeriCorps USA and VISTA members and three references are required for VISTA leader positions.* It is ultimately the applicant's responsibility to ensure that all necessary references are submitted by the application deadline.

TO THE APPLICANT:

Please fill out the lines below and give this form to each of your references. Your reference should complete this form, and return it to Washington Reading Corps.

Applicant's Name: _____
LAST FIRST MIDDLE

Address: _____
CITY STATE ZIP CODE

Home Phone: () _____ Work Phone: () _____
(AREA CODE) (AREA CODE)

E-mail Address: _____

TO THE PERSONAL REFERENCE:

AmeriCorps engages more than 50,000 citizens in a year of full-time, results-driven service sponsored by hundreds of local and national non-profit organizations. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. AmeriCorps members help communities meet critical challenges in the areas of education, homeland security, public safety, the environment, and other human needs.

Washington Reading Corps (WRC) is an AmeriCorps program administered by Educational Service District 112. Established in 1998, WRC increases the capacity of local schools and agencies by creating a corps of informed and active citizens who are committed to addressing community needs in the Pacific NW through service to the environment and community.

The person named above is applying to be an AmeriCorps member with Washington Reading Corps. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

Name of Reference: _____
LAST FIRST MIDDLE

Position/Title: _____

Organization/Institution: _____

Address: _____
CITY STATE ZIP CODE

Home Phone: () _____ Work Phone: () _____
(AREA CODE) (AREA CODE)

E-mail Address: _____

KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? Years: _____ Months: _____

In what capacity have you known the applicant?

- Job Supervisor/Employer
- Coach
- Other (specify): _____
- Clergy
- High School Teacher
- Volunteer Supervisor
- College Instructor

Please describe the situation in which you know the applicant.

WORK PERFORMANCE

1. Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

2. *In your judgment, how competent is the applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please check one:*

- Outstanding performance
- Below average performance
- Above average performance
- Non-satisfactory performance
- Satisfactory

RELATIONSHIPS WITH OTHER PEOPLE

3. AmeriCorps members are required to understand other people's viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationships with others.

4. *AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationships with other people? Please check one.*

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations.
- Has an average working relationship with others.
- Has difficulty working with others.
- Does not work well with others.

EMOTIONAL MATURITY

5. Please comment on the applicant's ability to adapt or work under difficult and changing conditions.

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant? Please check one.

- Highly effective even in adverse situations and changing conditions.*
- Able to adapt to adverse situations and changing conditions.*
- About average in adapting to adverse situations and changing conditions.*
- May not be able to stand up well in adverse situations and changing conditions.*
- Completely unable to handle adverse situations or adapt to changing conditions.*

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

7. If you wish, use additional paper to explain any of your ratings and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as, the applicant’s desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant’s participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

8. What is your overall recommendation?
- I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.
 - I recommend the applicant as a good candidate for AmeriCorps service.*
 - I have some reservations, but I believe the applicant has a reasonable chance of success.
 - I have some substantial doubts about the applicant.
 - I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE Washington Reading Corps and/or the Corporation for National Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize Washington Reading Corps and/or the Corporation for National Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

Please Return This Form To:

ESD 112
Washington Reading Corps
Attn: Recruitment
2500 NE 65th Avenue
Vancouver, WA 98661
or

Ph: (360)750-7500 Ext. 338
Fax: (360)750-9142
Email: wrc.recruitment@esd112.org

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Washington Reading Corps
Attn: Recruitment
2500 NE 65th Avenue
Vancouver, WA 98661
or

Ph: (360)750-7500 Ext. 338
Fax: (360)750-9142
Email: wrc.recruitment@esd112.org

www.esd112.org/wrc