

Volunteer Applicant Reference Check (2 references required)

Name of Applicant: _____

Volunteer Position Applying For (if known): _____

Reference Name: _____ Phone _____

1. How long have you known the applicant? _____

2. What is your relationship to the applicant? _____

3. How well do they work without supervision? _____

4. How well do they work on a team? _____

5. Do they follow tasks through to completion? _____

6. Do they demonstrate initiative? How? _____

7. Please rate their qualities by checking the appropriate box - (1 = Never; 3 = OK; 5 = Always):

	1	2	3	4	5
Dependable					
Punctual					
Trustworthy					
Patient					
Inclusive					
Assertive					
Self-Directed					
Good Communication Skills					

Additional comments on above qualities: _____

8. Would you be willing to have the applicant work one-on-one with your child or parent? Please explain your answer: _____

9. Is there any area where they would need additional support in their first 90 days? _____

10. Would you recommend the applicant for a volunteer assignment with Barrie Public Library?

Other comments: _____

Signature of Reference: _____ Date: _____

Note to person providing reference:

This form may be scanned and emailed to volunteers@barrielibrary.ca or dropped off/mailed to:

Barrie Public Library
c/o Coordinator, Volunteer Resources
60 Worsley Street
Barrie, ON L4M 1L6

The applicant has given the Library permission to contact you for verification of information provided. Information will be kept confidential. Questions may be directed to the Coordinator of Volunteer Resources at 705-728-1010 extension 2266.