



Volunteer Reference Check

(Reference must be at least 18 and not related to volunteer)

Volunteer Name: _____ Volunteer Position: _____

The person named above has applied to volunteer with Northern Virginia Family Service (NVFS), a private nonprofit dedicated to helping individuals and families find new paths to self-reliance and brighter futures. Volunteers are an integral to NVFS programs and services. Please answer the following questions honestly and return this form as soon as possible. All information is held confidential by NVFS staff.

Type of Reference	<input type="checkbox"/> Professional Reference - or - <input type="checkbox"/> Personal Reference		
Reference Name			
Relationship to Volunteer			
Phone Number and/or Email			
Date Reference Check Completed			
How long have you know him/her?			
How well do you know him/her?	Very Well	Well	Somewhat Very Little
What are the candidate's three (3) biggest strengths?			
Does the candidate work cooperatively and collaboratively with others? Please give example.			
How dependable is the candidate?	Very	Mostly	Somewhat Needs Improvement
How well does the candidate finish projects/responsibilities they have begun? Please rate and explain.	Very Well	Well	Average Fair Poor
What is at least one (1) area for improvement?			
Is there any additional information you would like to share about this candidate?			
What is your overall recommendation for this candidate?	____ Highly Recommend ____ Recommend with Reservation (please explain below) ____ Recommend ____ Cannot Recommend (please explain below)		
Please rate the candidate's display of the following qualities with either "Yes", "Not Sure" or "No":			
	Yes	Not Sure	No
Punctual and reliable			
Clear Communication			
Able to work w/ a Team			
Able to work independent			
Takes Initiative			

Please return this form directly to one of our Volunteer Coordinators:

Jamie Johnson Fairfax, Arlington, Loudoun ajohnson@nvfs.org Fax: 703.385.5176	Navara Cannon: SERVE/western Prince William ncannon@nvfs.org Fax: 703.368.2004	Paola Torres Hilda Barg Shelter ptorres@nvfs.org Fax: 703.910.6283	Meagan Perkins Bailey's Crossroads Community Shelter mperkins@nvfs.org Fax: 703.379.3890
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