

ALBION

Albion Fellows Bacon Center

Request for Reference

Dear _____ (Name of individual who will be completing this recommendation form) You have been selected to provide a recommendation for _____ (Print your name as the applicant). Your candid assessment of this applicant will greatly assist Albion Fellows Bacon Center in determining whether the candidate should be a volunteer with our agency. Albion Fellows Bacon Center is a domestic violence and sexual assault agency that provides safe shelter, crisis intervention and education to primary and secondary victims. If you would like additional information about our agency feel free to call us at 422-9372 or visit www.albionfellowsbacon.org.

Please complete this form. When finished, please seal this reference form in the envelope provided by the potential volunteer and sign across the sealed flap. Then **RETURN IT TO THE APPLICANT.**

With the above in mind, please answer the following questions:

1. How long and in what capacities have you know the applicant?
2. Do you consider this individual to be responsible? Explain.
3. How have you witnessed the applicant in stressful situations? If yes, how did they respond?
4. How would you rate the applicant (with 1 being no skills and 5 meaning excellent skills):

Communication Skills	1	2	3	4	5
Listening Skills	1	2	3	4	5
Understanding Confidentiality	1	2	3	4	5
Boundaries with Others	1	2	3	4	5
Reliable	1	2	3	4	5
Open-minded & Non Judgmental	1	2	3	4	5

5. If you or a loved one were to need services, would you seek guidance from this individual?
6. Are there any other comments you would like to make about this individual that we may not have covered?

RECOMMENDATION:

Please indicate the strength of your overall recommendation by checking one category below:

- Yes, I highly recommend to be a volunteer with Albion
 Yes, I recommend
 Yes, I recommend with reservation
 No, I do not recommend this applicant to volunteer with Albion.

Signature _____ Date _____

Phone number _____ (In case we need additional information).