



PERSONAL REFERENCE FORM

This section is to be filled out by applicant.

Name of Applicant: _____

Name of Reference: _____

This form is for the purpose of obtaining character references to internship at A Safe Place. This form will be kept in the applicant's file and will be confidential.

Applicant Signature: _____

Date: _____

This section is to be filled out by the referent.

Please mail completed form to **A Safe Place Attn. HR 2710 17th St. Zion, IL 60099** or email to HR@asafeplaceforhelp.org

Thank you for taking time to fill out this form. Character references are an integral part of our volunteer process so please articulate the character of the applicant to the best of your abilities.

1. How long have you known the applicant? _____

2. Describe the applicant's desire to become involved with A Safe Place.

3. List 3 character traits that would make this applicant a great intern.

4. How have you seen this applicant commit to a long term project, goal, or situation?

5. Would you recommend this applicant as A Safe Place intern? Yes ____ No ____

6. Please list any additional comments here.

Name of Referent: _____ Date: _____

Signature: _____

Address: _____

Telephone: _____ Email: _____