

Duke University Hospital Volunteer Services Request for Reference

Instructions for *Volunteer*:

- This is an editable PDF document. Complete Applicant Information section and forward to the person completing your reference.
- You must obtain 2 references in order to be considered for the Duke Hospital Volunteer Program.
- Bring references along with the application packet to your interview.

Instructions for *Reference*:

- Place reference form in sealed envelope with your signature across the back of the envelope and return to the volunteer applicant.
- If more space is needed, please use the back of this form.

Volunteer Applicant Information

Applicant First Name:

Applicant Last Name:

Volunteer Program:

Reference Information

In what capacity have you known the Volunteer applicant, and for how long?

Briefly, how would you describe the applicant?

What strengths do you believe the applicant will bring to this position as a volunteer?

What do you think may be the applicant's greatest challenge in volunteering here?

We have very strict policies on confidentiality for our volunteers, do you think the applicant will be able to understand and follow these policies? Why or why not?

On a scale of 1 to 5, 1 being Poor and 5 being Excellent, rate the applicant on the following:

Ability to work in a team

Organizational Skills

Communication

Use of conflict resolution skills

Ability to work independently

Honesty/Integrity

Flexibility

Ability to take direction

Multi-Tasking Skills

Dependability

Would you have this applicant volunteer with your organization or business? Why or why not?

Completed By -- *I VERIFY THE ABOVE INFORMATION TO BE CORRECT*

Printed Name:

Email:

Phone #:

Signature:

Date: