



St. Joseph Worker Program Reference

Applicant's Name: _____

Reference's Name: _____

Relationship to Applicant: Please check one

- Mentor, past teacher, etc. Employer or supervisor
 Professional or educational Previous roommate, housemate or community member

Please email this completed reference form to sjwp@csjbrentwood.org

Please type or print

This reference, along with the completed application packet, may be reviewed by a member of a screening committee, staff and supervisory staff at a potential service site.

1. In what capacity have you known the applicant? For how long?

2. Our Program Values are Justice, Spirituality, Leadership and Community with Simplicity. In your experience of knowing this applicant, how is she compatible with these values? Comment on the applicant's experience of one or more of these

3. What are the applicant's strengths and challenges in working and/or living with others?

4. Please describe an experience in which you have seen the applicant respond to an interpersonal conflict and her style of communicating in the situation.

On the following page, please highlight or circle the number that best fits the applicant for each characteristic below:

1 – Above Average (exceptional, overall excellent skills and strength)

2 – Average (meets expectations, usually cooperative, willing and able)

3 – Below Average (Area of concern, possible area for growth)

N/A – Not Applicable (based on my experience with the applicant I am unable to evaluate in this category)

Characteristics					Comments (Optional)
Sense of humor	1	2	3	N/A	
Maturity	1	2	3	N/A	
Emotional stability	1	2	3	N/A	
Ability to get along with others	1	2	3	N/A	
Common Sense	1	2	3	N/A	
Dependability	1	2	3	N/A	
Tact	1	2	3	N/A	
Ability to make decisions	1	2	3	N/A	
Initiative	1	2	3	N/A	
Flexibility	1	2	3	N/A	
Ability to accept criticism	1	2	3	N/A	
Creativity	1	2	3	N/A	
Effective use of time	1	2	3	N/A	
Ability to express feelings	1	2	3	N/A	
Ability to work alone	1	2	3	N/A	

Ability to work with others	1	2	3	N/A	
Ability to accept supervision	1	2	3	N/A	
Ability to work under pressure	1	2	3	N/A	
Ability to adapt to new or unstructured situations	1	2	3	N/A	
Ability to process and reflect on life experiences	1	2	3	N/A	
Ability to hold confidences	1	2	3	N/A	

5. Overall, how would you describe the applicant? (Please choose one)

- Highly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend

6. Is there anything else about this candidate that you would like to share?

Typed Signature _____ Date _____

Occupation/Title _____

Phone _____ Cell _____

Email Address _____

Address _____
