

# Volunteer Reference Form



**Schenectady County Public Library**

99 Clinton Street • Schenectady, NY 12305

scp-volunteer@mvl.info  
 Questions? Call 518.388.4511

Your name has been given as a character reference by the applicant below for a volunteer position with the Schenectady County Public Library. Please help us evaluate this applicant by filling in the confidential information requested. Give your appraisal in as many areas as you feel you can answer and return the completed form in the envelope provided. Thank you for your assistance in making this a meaningful volunteer assignment for the applicant.

Applicant Name	Volunteer Position Applied For
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Relationship to Applicant	How long have you known applicant?
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How well do you know applicant?      Very well      Well      Average      Not at all

Applicant's Strength(s):
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Applicant's Weaknesses or area(s) that needs improvement:
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Other Comments:
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Please rate the applicant in the areas shown below by placing a check mark (x) in the box that best describes them.

	Out-standing	Very Good	Good	Fair	Poor	Not Observed
<b>Communication</b> –ability to present, evaluate, exchange thoughts with clarity and logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Relating to Youth</b> – ability to build relationships with and lead youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooperation</b> – willingness to work with others in various capacities, loyalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emotional Stability</b> – reaction in stressful situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> – resourceful, ability to see things to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment/Common Sense</b> – ability and foresight in decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b> – ability to lead others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Manner/Personal Appearance</b> – social poise, general impression to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliability</b> – dependability, willingness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Your Name:	
Signature:	Date