



**For Office Use Only:**  
 Date reference form sent: \_\_\_/\_\_\_/\_\_\_  
 Date reference form received: \_\_\_/\_\_\_/\_\_\_  
 ---OR---  
 Reference called by: \_\_\_\_\_  
 on date: \_\_\_/\_\_\_/\_\_\_ at time: \_\_\_\_\_AM/PM  
 phone # dialed from: (\_\_\_\_)\_\_\_\_\_  
 phone # dialed to: (\_\_\_\_)\_\_\_\_\_

**Character Reference Form for UGA Extension Programs**

**Applicant's Name:** \_\_\_\_\_

*The above named applicant is applying to do volunteer work with a UGA Extension Program and has given your name as a reference. UGA Extension seeks your assistance in selecting the best qualified people to serve and will appreciate your completion of this form. Please feel free to add additional pages of comments or information. Return this form and any attachments to:*

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Does the applicant have a positive and pleasant attitude toward volunteer work? \_\_\_\_\_

How would you describe the applicant's ability to handle records and/or money? \_\_\_\_\_

Please use the checklist to evaluate the applicant's qualities. Use the following marking system:

<b>E = Excellent</b>	<b>G = Good</b>	<b>F = Fair</b>	<b>N = Not Known</b>
Ability to Organize	_____	Leadership Skills	_____
Ability to Work with Others	_____	Resourcefulness	_____
Communication Skills	_____	Respected by Others	_____
Dependability	_____	Sense of Fairness	_____
Flexibility	_____	Sense of Humor	_____
Initiative	_____	Supervisory Skills	_____

What additional skills, abilities, and attributes does the applicant have that would be helpful in this position? \_\_\_\_\_

**~ PLEASE CONTINUE ON TO PAGE 2 ~**



Do you know any reason why this person should not be considered for the position? \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Name of Reference \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

\*\*\*\*\*

*Please also complete the following section if the applicant is applying to work with youth in their role as a volunteer.*



How well does the applicant interact and work with children/youth? \_\_\_\_\_

\_\_\_\_\_

Would you be willing to place your child, or any other child for whom you are responsible under his/her leadership and supervision? Why? \_\_\_\_\_

\_\_\_\_\_

What do you think are the applicant's greatest strengths and weaknesses as they relate to working with young people and leading a group?

<u>Strengths</u>	<u>Weaknesses</u>

Please use the checklist to evaluate the applicant's qualities. Use the following marking system:

**E = Excellent**

**G = Good**

**F = Fair**

**N = Not Known**

- Enthusiasm \_\_\_\_\_
- Patience \_\_\_\_\_
- Role Model for Youth \_\_\_\_\_
- Understanding of Children \_\_\_\_\_