



Application • Part 3

Candidate References

Project SERVE (Service and Education through Residential Volunteer Experience) enables recent college graduates from across the US to provide one year of service to the disadvantaged in the Baltimore metropolitan area through one of several Catholic Charities programs.

Candidates are asked to provide written references from three community members. These may include teachers, pastors, guidance counselors, employers, etc. Relatives and friends may **not** submit references.

Completed forms must be returned no later than April 15 to:

Allison Stone
Project SERVE
725 Fallsway
Baltimore, MD 21202

(Candidate's name) _____

has asked you to assist us in evaluating him/ her for acceptance into the program. To ensure proper consideration of his/her application, please promptly complete and return this form.

Form completed by

Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____

1. How long have you known the candidate?

2. In what capacity do you know the candidate?

3. What are his/ her greatest strengths?

4. What are his/her limitations?

5. Is the candidate suited to living in a community setting? Yes _____ No _____

6. Does the candidate interact well with others in group situations? Yes _____ No _____

7. Does the candidate express concern for the poor or disadvantaged? Yes _____ No _____

8. How does the candidate respond to supervision?

9. Please relate an example of the candidate's work with the poor or disadvantaged.

Thank you for completing this application. Please return promptly to Project SERVE at the address listed on page 1.

Confidentiality Statement

The Privacy Act is a federal law which states that everyone has the right to know and receive information or copies of documents which are maintained about them by agencies. The law provides that Project SERVE may keep the identity of the source of this reference confidential only if you request it be kept confidential. Please indicate below whether you do or do not wish your identity revealed to the applicant.

_____ I **do not** authorize Project SERVE to identify me as the source of this reference, nor to I authorize Project SERVE to release a copy of this reference in its entirety to the applicant. I realize that a summary of this reference may be released without my approval.

_____ I **do** authorize Project SERVE to identify me as the source of this reference and to release a copy of this reference, upon request, to the applicant.

Signature _____

Date _____