



VOLUNTEER APPLICANT REFERENCE FORM

Applicant's Name: _____ Date: _____

Primary Volunteer Interests: _____

Dear _____,

I wish to become a volunteer at Stan Hywet Hall & Gardens and would like to use you as a reference by completing this form on my behalf. Volunteers are a long and steady tradition at Stan Hywet Hall & Gardens. Since 1957, volunteers have been an essential part of operations by participating in preservation, restoration, and fundraising tasks as well as welcoming and serving hundreds of thousands of visitors to the estate each year.

Stan Hywet Hall & Gardens places only the highest quality volunteers and would like your honest opinion of my suitability for a position in their organization.

Thank you very much for your assistance and prompt response.

Applicant Signature: _____ Date: _____

REFERENCE INFORMATION

Full Name (Mr., Dr., Mrs., Ms., Miss): _____ Date: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Do you wish for this information to be shared with the applicant? YES NO

In what capacity have you known the applicant?

- Job Supervisor/Employer
- Clergy
- Volunteer Supervisor
- Coach/Mentor
- Stan Hywet Member/Volunteer
- Guidance Career Counselor
- Teacher/Professor
- Co-Worker
- Friend/Other: _____

1. Would you recommend this applicant for a volunteer position? Why or why not? _____

2. Do you know of anything that might limit this applicant's ability to volunteer at Stan Hywet Hall & Gardens? _____

PLEASE TURN OVER TO COMPLETE REFERENCE FORM

Please rate the following categories below that pertain to your current knowledge of this applicant.

CHARACTER

	NO BASIS TO KNOW	BELOW AVERAGE	AVERAGE	GOOD	VERY GOOD	EXCELENT (TOP 10%)
Demonstrates integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assumes responsibility for actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercises self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polite and considerate of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive role model for adults and children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPETENCY

	NO BASIS TO KNOW	BELOW AVERAGE	AVERAGE	GOOD	VERY GOOD	EXCELENT (TOP 10%)
Demonstrates critical thinking and problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective verbal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to manage multiple responsibilities simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to learn new skills and mentor others to attain skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMITMENT

	NO BASIS TO KNOW	BELOW AVERAGE	AVERAGE	GOOD	VERY GOOD	EXCELENT (TOP 10%)
Determined and persistent in challenging situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates follow-through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependable and reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possesses a strong record of attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to follow rules and advocate for others to do the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COOPERATION

	NO BASIS TO KNOW	BELOW AVERAGE	AVERAGE	GOOD	VERY GOOD	EXCELENT (TOP 10%)
Accepting of diverse populations and events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well in a management setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Values individual's perspectives and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any additional information you would like to share about the applicant?

May the Volunteer Department contact you if any questions arise about the information in this reference? YES NO

Thank you for your time in filling out this reference form. This will help ensure that Stan Hywet Hall & Gardens' Volunteer Department finds only the most qualified and interested volunteers. If you would like volunteer information for yourself, please do not hesitate to contact us.

Reference (signature): _____ Date: _____

Please return this form in the enclosed sealed envelope within one week to:

Stan Hywet Hall & Gardens Volunteer Department, 714 N. Portage Path, Akron, OH 44303