

PWC JDC VOLUNTEER REFERENCE Form 3-2014

_____ has applied for the position of **volunteer** with the Prince William County Department of Social Services at the Juvenile Detention Center and has provided your name as a reference. We would appreciate you providing us with the following information:

How do you know this person? _____

How long have you known them? _____

Description of activities with youth: _____

How would you rate the volunteers' knowledge/skills and tell us the reason for your rating:

- Unsatisfactory Satisfactory Very Satisfactory

Describe and rate the applicant's ability to communicate with others:

Verbally: Unsatisfactory Satisfactory Above Average Outstanding

In Writing: Unsatisfactory Satisfactory Above Average Outstanding

As a reference what were his/her most pronounced **strengths**: _____

Deficiencies: _____

Describe the applicant's attendance and giving notice of being absent:

- Unsatisfactory Satisfactory Above Average Outstanding

If unsatisfactory, was there an extenuating circumstance that prevented this person from coming to work or volunteering?

Is there any reason they should not work with youth at the Juvenile Detention Center? Yes No

If yes, why and if no, why not: _____

INFORMATION FURNISHED BY: _____

(Name and title)

Phone Number: _____ Date: _____

Telephone reference conducted by: _____

(Name and title)

Phone Number: _____ Date: _____

Questions or Concerns Call... Jayne Frelin, Volunteer Coordinator PWC JDC 703-792-8300