

Junior Volunteer Program - Personal Reference Request

Personal Reference for: _____
Name of Applicant

The above-named person has applied to become a Junior Volunteer. Within the hospital environment, this person must respect all information concerning the hospital and its patients. Our program is designed to introduce the person to the hospital and encourage an interest in the healthcare field.

This program requires discipline, responsibility, a pleasing personality, the ability to get along with others, personal neatness, and the ability to accept and follow instructions.

Would you kindly prepare a typed single-page endorsement of the applicant on a separate sheet of paper, addressing the following information about the applicant?

- Qualities that make the applicant a team-player and able to follow instructions
- Examples of the applicant's volunteer and/or work and/or team experiences
- The reliability and responsibility of the applicant
- One or two areas in which the applicant could improve his or her skills

Once you have completed the endorsement letter, please sign it, seal it in an envelope, and then return to the applicant to bring to his/her interview. All information requested will be held in the strictest confidence.

Reference Profile

Name: _____

Relationship to applicant: _____

How long have you known the applicant: _____

Daytime Telephone Number: _____ E-mail: _____

Thank you for taking the time to complete this reference form