

2017-2018 FORM A: EMPLOYER REFERENCE

TO THE APPLICANT: Have a current or former employer complete this form. Relatives cannot be references. Completed form should be submitted by June 30th. You may email this form to [mconarro@ladeltacorps.org](mailto:mconarro@ladeltacorps.org).

Name of Applicant: \_\_\_\_\_

City & Parish (County): \_\_\_\_\_

TO THE REFERENCE: This person is applying to become an AmeriCorps/Louisiana Delta Service Corps member. A letter of reference can accompany or replace this form. For more information call (225) 930-9949, or visit our website [www.ladeltacorps.org](http://www.ladeltacorps.org). Letters can be sent to [mconarro@ladeltacorps.org](mailto:mconarro@ladeltacorps.org).

Name of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone # \_\_\_\_\_

**SECTION I: KNOWLEDGE OF APPLICANT**

How long you have known the applicant? Describe your relationship.

**SECTION II: WORK PERFORMANCE**

How would you rate this applicant's abilities?

Please check most appropriate box:	OUTSTANDING	AVERAGE	NEEDS IMPROVEMENT	UNABLE TO ASSESS
<b>PROFESSIONALISM</b>	=====	=====	=====	=====
communication abilities				
writing skills				
Attendance				
Punctuality				
personal presentation				
<b>ATTITUDE</b>	=====	=====	=====	=====
ability to work with others				
Honesty				
open to criticism				
ability to follow directions				
<b>OTHER</b>	=====	=====	=====	=====
computer skills				
speaking skills				
Leadership				
ability to work with youth				

Other:

Please list any areas where the applicant needs improvement:

Please explain:

**SECTION III: COMMITMENT TO SERVICE**

In your view, does the applicant exhibit a commitment to community service? If so, how?

**SECTION IV: RELATIONSHIPS WITH OTHER PEOPLE**

Delta Service Corps members will work with a wide variety of individuals. How would you say this applicant relates with others?

Very well

Satisfactorily

Poorly

Please explain:

**SECTION V: ADAPTABILITY**

Delta Service Corps members will likely be involved in a variety of new and different situations. How adaptable is the applicant?

Very adaptable

Adaptable

Not adaptable

Please explain:

**SECTION VI: ADDITIONAL COMMENTS**

1) Are there additional comments you would like to make about this applicant's abilities?

2) Please describe any reservations you have or potential weaknesses you see in the applicant.

**OVERALL RECOMMENDATION**

I recommend the applicant without reservation.

I recommend the applicant with some reservations.

I have substantial doubts about the applicant.

I feel that the applicant is unsuitable for Delta Service Corps.

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