



Return to:
 Staff Director, Legacy International
 1020 Legacy Drive
 Bedford, VA 24523 U.S.A.
 ph 540.297.5982 / fax 540.297.1860
 e-mail: staff@legacyintl.org

REFERENCE FORM - GLOBAL YOUTH VILLAGE

Please return promptly. Hiring decisions cannot be made until we have received references.

Staff Applicant: Please fill in the blanks in the box below and give this form to a current or former employer, teacher, or someone who knows you very well. *(A current or former employer is highly recommended.)*

To Whom It May Concern:

_____ (applicant's name) has applied for a temporary position as a
 _____ (list positions applied for) in an international youth program in the U.S. *Legacy International's Global Youth Village* (<http://www.globalyouthvillage.org>) is a unique summer program that brings together youths (ages 14-18) and staff from all over the world to learn about each other's cultures and to explore global cooperation.

We appreciate your frank appraisal of this candidate as a potential staff member who must work and live daily with young people over an extended period. Please comment freely and include any pertinent information that might help us in our evaluation. We understand that everyone has strengths and weaknesses, and feel that our working relationship with the candidate will greatly benefit if we are aware of areas in which the candidate excels and areas in which the candidate may require support. In this way we can make staffing assignments compatible with the candidate's needs and potential.

Please complete this form (both pages) and send directly to the address noted above. ***Thank you for your time.***

1. How long have you known the applicant? _____ Is the applicant related to you? _____
 Have you employed this applicant? _____ How long? _____
 In what capacity? _____

2. Do you recommend hiring this person to work with young people ages 14-18? **Yes** **No**

3. How would you rate the applicant on the qualities listed below? (Place an X in the appropriate column.):

QUALITY / RATING	Unsatisfactory	Satisfactory	Proficient	Exemplary	No Opportunity to Observe
Positive attitude & enthusiasm in work					
Desire to learn					
Sound decisions-making & good judgment					
Leadership in areas of competence					
Professional & mature verbal communication skills					
Honesty & dependability					
Concern, respect & tolerance for others					
Maturity and emotional stability					
Adapts well to new situations / changes in circumstances					
Management of multiple tasks in a fast paced environment; organizational skills					
Initiative					
Works well as part of a team; cooperative					
Responsibility					
Relates well with peers					
Responds well to criticism & feedback; ability to accept supervision					
Paces self well in completing tasks; completes without frequent reminder					
Ability to manage stress					
Ability to manage conflict / conflict resolution skills					

Please feel free to add additional comments on any of the above on page 2, question #8.

4. If the applicant is / was an employee:

- o Did he / she learn the job easily and readily? **Yes** **No**
- o Did he/she work independently (without regular supervisions required)? **Yes** **No**
- o Would he/she adapt readily to a sudden change in schedule? **Yes** **No**
- o Did he/she function appropriately in pressure situations? **Yes** **No**
- o Would you rehire this person? **Yes** **No** Why or why not?

5. Do you think this person understands and relates well with young people? What have you observed? Does the candidate balance being a friend and being an authority figure when working with youth?

6. Working at the Global Youth Village involves cooperation and close teamwork. How well does this person work with peers? What have you observed?

7. What do you feel are the best qualities this person has to offer? In what ways does this person need to improve?

8. Please provide additional information that would assist us in making a hiring decision:

9. How would you classify this candidate as a potential staff member?

- Excellent, should receive top priority
- Very good, should be among those considered
- Good, but does not stand out over others at the same level
- Perhaps should mature another year before considering
- I do not recommend this person for your program

For office use only	
Left message	_____
	<small>Date/initials</small>
Left message	_____
	<small>Date/initials</small>
No Answer	_____
	<small>Date/initials</small>
No Answer	_____
	<small>Date/initials</small>
Confirmed	_____
	<small>Date/initials</small>

References may be contacted to verify information.

Reference's Name (printed): _____ Position: _____

Phone _____ Email: _____
Please include area code or country code

Address: _____
Number, street, apartment or suite

Signature _____ Date: _____
City State Postal Code Country