



**Claude Moore Community Builders Application
Personal / Professional Reference Form
Due April 30, 2019**



Applicant Name (printed):

I authorize the release of information about my character, work performance and attendance as applicable.

Applicant Signature:	Date
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Applicant: Complete the top portion of this form. Give the form and a stamped envelope (addressed to: Sarah Bauer, CMCB Program Coordinator, % Loudoun Youth, Inc., P.O. Box 1732, Leesburg, VA 20177) to the individual you are asking to write this reference.

Individual Providing Reference: The applicant has asked that you provide a reference in his/her application to the Claude Moore Community Builders program. Please respond to the questions herein and make any comments that you feel would be relevant. All information you provide will be kept in strict confidence. Please sign across the envelope seal and mail to the address above, or you may send via email as an attachment if you prefer: sbauer@loudounyouth.org.

How long have you known the applicant?
In what capacity have you known him/her?

Please mark according to your knowledge of the applicant's performance: (✓)

	Excellent	Good	Average	Fair	Poor	Unknown
Attendance & Dependability						
Motivation						
Ability to get along with others						
Communication Skills						
Ability to follow directions						
Completion of Assigned Tasks						
Maturity Level						

Do you have any reservations about recommending this applicant for our program?

Many of our volunteers work with partnering nonprofits and are given tasks to complete independently. Would you have reservations about this applicant's ability to behave independently of direct supervision?

Do you have any additional comments that you would like to share?

Reference Name (print)	Signature	Date
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