

Institute of Community Services

Character Reference Form

APPLICANT COMPLETES THIS SECTION ONLY

_____ (Name of applicant) has applied for a position with the Institute of Community Services.

PLEASE CAREFULLY EVALUTE THE APPLICANT IN TERMS OF YOUR CONTACT WITH THEM.

In what capacity have you known the applicant?

How long have you known the applicant? _____

Please rate applicant in categories below by placing an "X" in the box.

Categories:	Excellent	Good	Fair	Poor
General Behavior				
Commitment to job				
Demonstrates leadership				
Responsible and Mature				
Ability to work with others				
Courtesy				
Appearance				

Please make a statement describing what you consider to be the outstanding qualities of the applicant; also, we would appreciate your identifying weakness pertinent to employment.

Outstanding qualities:

Weakness:

Your name: _____ Signature: _____

Date: _____

Thank you for your assisting us in evaluating this applicant.