

**Bon Secours Volunteer Ministry
Employer/Supervisor Reference Form**

First of Three References

Please ask an individual who has supervised you in a paid position for at least six months to complete this form.

APPLICANT NAME: _____

TO THE APPLICANT: Please consider signing this waiver so that we might receive information that is as objective as possible.

____ I hereby waive the right to see this completed form.

____ I do not waive my right to see this completed form.

Signature of Applicant: _____ **Date:** _____

Name of Reference: _____

TO THE REFERENCE:

About Bon Secours Volunteer Ministry

Bon Secours Volunteer Ministry, sponsored by the Sisters of Bon Secours, provides the opportunity for women and men to participate in the Sisters' commitment to justice in radical solidarity with the poor, the suffering, and those most in need. In order to do this, Bon Secours Volunteer Ministry supports individuals throughout a year of full-time service primarily within an urban neighborhood in Baltimore, Maryland. Due to our specialization in health care, education, and social service, Bon Secours Volunteers minister in hospitals, clinics, public health settings, tuition-free private schools, family resource centers, adult learning centers, and other agencies which strive to address the needs of people who face economic injustice.

In addition to learning from their full-time service, Bon Secours volunteers commit to: develop an intentional community, grow spiritually, live simply, and practice God's justice. Throughout this year, volunteers discover that by sharing the Bon Secours' charism of compassion, healing, and liberation with others they, in turn, receive the charism from those they serve.

About this Reference Form

We ask that you help us to get to know the applicant as we consider his or her acceptability to the mission and commitments of Bon Secours Volunteer Ministry. No applicant will be rejected on the basis of a single reference. Feel free to omit any questions that you are not prepared to answer. Your response is an integral part of the application process and we appreciate your time.

1. How long have you known the applicant? _____
2. Please describe the context of your relationship with the applicant.

Bon Secours Volunteer Ministry
Employer/Supervisor Reference Form

First of Three References

3. After considering the above description of Bon Secours Volunteer Ministry, do you feel that the applicant is a strong candidate? Why or why not?

4. What makes the applicant unique? In a few sentences, please describe the applicant's character and outstanding personality traits.

5. Please briefly describe the applicant's strengths and limitations.

6. Please describe a time when the applicant demonstrated strong leadership skills in a particular situation at work.

Bon Secours Volunteer Ministry
Employer/Supervisor Reference Form

First of Three References

Please rate the applicant’s ability or experience with each of the following.

1= Poor 2= Below Average 3= Average 4= Above Average 5= Outstanding

	1	2	3	4	5	Not Observed
Work Well with Others						
Work Independently						
Adapt to New Situations at Work						
Handle Stress						
Navigate Disagreements or Conflict						
Manage His or Her Time						
Complete Tasks on Time						
Be Open to Professional Growth						
Accept Supervision and Respond to Feedback						
Work with a Diverse Group of People						

If given the opportunity, would you re-hire the applicant? Why? Why not?

Additional Comments:

RECOMMENDATION:

- _____ Highly recommend
- _____ Recommend
- _____ Recommend with reservations
- _____ Do not recommend

Bon Secours Volunteer Ministry
Employer/Supervisor Reference Form

First of Three References

Signature _____ Date _____

Print Name _____

Title _____

Address _____

Telephone _____

E-mail _____

PLEASE RETURN TO THE APPLICANT TO SUBMIT WITH FULL APPLICATION.

If the right to view this form has been waived,
then please return to the applicant in a sealed and signed envelope.

Bon Secours Volunteer Ministry ▪ 1525 Marriottsville Road ▪ Marriottsville, MD 21104
410-442-3161 ▪ volunteer@bshsi.org ▪ bonsecoursvolunteerministry.org