

The Franciscan School
10000 St. Francis Drive
Raleigh, North Carolina 27613

Reference Request for Volunteer Ministry

Your name has been submitted as a reference for who has offered to serve as a volunteer at The Franciscan School. We are sending this form to you as a way to receive your recommendation in a manner that is quick and easy for you. Please complete this form, sign it and return it in the enclosed envelope. If you prefer to give your comments by phone, you may contact Donna Sincock at 919-847-8205, extension 253, or request that we call you.

Today's Date: _____

Reference Information:

How long have you known the person listed above? _____ Years _____ Months

Have you seen him/her in interactions with children? _____ Yes _____ No

If yes, what were your observations: _____

Would you find this applicant to be an asset to our school community? _____ Yes _____ No

What admirable qualities can you share about this applicant? _____

Do you perceive any limitations or areas where you would not recommend this applicant work with K through 8th grade children? _____

Overall Evaluation: _____ Recommend with confidence _____ Recommend with reservation
_____ Recommend _____ Not recommended

Thank you for your time today and thank you for helping TFS find superlative people to work with our students.

(Signature)

(Date)

(Print Name Here)

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____ I prefer a phone call to discuss this applicant. I can be reached at _____
(Area Code) (Phone)

I can best be reached on the following day and time: __ Mon __ Tues __ Wed __ Thurs __ Fri
____ 8-11 am ____ 11 am-1 pm ____ 1-4 pm

Please Return Within 7 Days. Thank You.