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 Section 21 Reg. No. CK2004/024889/08

*Empowering People to Change the World!*

## REFERENCE FORM

Name of Applicant:

\_\_\_\_\_

Last Name

First

Middle

*The above named person has applied to join volunteer of World Changers Academy. Will you kindly aid us in judging the applicant's fitness for such service by supplying the information requested in this form? We suggest that you answer only those questions about which you feel fairly certain. We would appreciate your candid appraisal of the applicant. It will be kept strictly confidential. Thank you.*

### General Information (Person giving reference)

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

In relation to the applicant, you are their:      Employer      Co-worker      Friend

Give approximate dates during which you were associated with the applicant: from \_\_\_\_\_ to \_\_\_\_\_

How closely and under what circumstances have you known the applicant?

### Character Reference

*Please rate the applicant as to his/her emotional maturity and stability. (Please check one)*

- Outstandingly mature. Has proven ability to operate under stress and pressure.
- Maintains a balance and control under difficult circumstances.
- Usually well balanced.
- Somewhat overemotional.
- Doubtful. Experience has shown that the applicant might not be able to endure stress.
- Frequently worried, anxious, nervous or tense.

*Comments:*

How has the applicant reacted to difficult situations, disappointments, thwarted plans, etc?

- Withdraws
  - Gets angry
  - Accepts patiently
- Comments:

- Gets discouraged
- Meets constructively
- Other:

Do you think this opportunity to serve World Changers Academy at this point in his/her life would be good or unwise?

What strengths and assets have you observed in the applicant that would benefit their service?

Please describe any weakness or area of concern you have observed:

Please check any of the following you feel are motivating the applicant to apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Personal growth                       | <input type="checkbox"/> To get job experience |
| <input type="checkbox"/> Spiritual/Religious reasons           | <input type="checkbox"/> Travel opportunities  |
| <input type="checkbox"/> Adventure                             | <input type="checkbox"/> Desire to help others |
| <input type="checkbox"/> Get away from a situation at home     | <input type="checkbox"/> To receive help       |
| <input type="checkbox"/> Share his/her experiences with others | <input type="checkbox"/> Receive teaching      |
| <input type="checkbox"/> Other:                                |  |

Comments:

Has the applicant ever been a source of dissension or disunity in the context you have known him/her?

- Yes       No    If yes, was it more than a one-time occurrence?

Comments:

Please mark the statements listed below which most nearly represents your evaluation of him/her. Give comments to clarify your observations. Add your own evaluation, if more appropriate.

- |   |   |
|---|---|
| <input type="checkbox"/> Physically healthy                     | <input type="checkbox"/> Chronic health concerns              |
| <input type="checkbox"/> Frequently ill                         | <input type="checkbox"/> Good health                          |
| <input type="checkbox"/> Frequently depressed or discouraged    | <input type="checkbox"/> Inclined to be apathetic             |
| <input type="checkbox"/> Prone to mood swings                   | <input type="checkbox"/> Shows normal self-discipline         |
| <input type="checkbox"/> Shows poor self-discipline             | <input type="checkbox"/> Overindulges in hobby/ recreation    |
| <input type="checkbox"/> Over-eats                              | <input type="checkbox"/> Under eats                           |
| <input type="checkbox"/> Handles finances competently           | <input type="checkbox"/> History of money problems            |
| <input type="checkbox"/> Argumentative                          | <input type="checkbox"/> Fault-finding                        |
| <input type="checkbox"/> Tactful                                | <input type="checkbox"/> Eager to serve as needed             |
| <input type="checkbox"/> Usually willing to serve               | <input type="checkbox"/> Motives seem to be confused          |
| <input type="checkbox"/> Reluctant to serve                     |   |
| <input type="checkbox"/> Displays marked ability to lead others | <input type="checkbox"/> Sometimes leads in minor activities  |
| <input type="checkbox"/> Probably unable to lead                | <input type="checkbox"/> Prefers working in a team context    |
| <input type="checkbox"/> Prefers to work independently          | <input type="checkbox"/> Seeks to dominate others/ situations |

- Frequently causes friction
- Outgoing
- Reserved/ thoughtful/ Quiet

- Indifferent to people/ events
- Shows little initiative
- Other

- Usually successful in adjusting to changes
- Unable to cope easily with new situations
- Prefers to rely on familiar means and methods

- Reliable
- Easily discouraged
- Tendency towards independence
- Prefers to initiate new tasks rather than follow-through on tasks
- Sometimes impulsive in decision making
- Punctual

- Teachable
- Completes tasks
- Shows good common sense
- Impractical
- Other:

Comments:

Would you like to make any further comments about this applicant?

**Recommendation**

Do you recommend we accept this applicant?  Yes, unreservedly  Yes, with hesitation  No  
*Reasons:*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Please return this form by email, fax or post to the contact details on the letterhead. On the addressed envelope, put "ATTN: Personnel Department."