

## CONFIDENTIAL REFERENCE FORM

### Mission Statement:

In the spirit and tradition of St. Francis, Capuchin Youth & Family Ministries (CYFM) is rebuilding today's Catholic Church by reaching out to young people and their families through retreats, parish ministry, and service to the poor.

Lives are changed. The CYFM community nurtures faith, takes action through service to those in need, and magnifies God's love in the world.

You are asked to give an evaluation of (Insert Name) who has applied to serve with the Capuchin Franciscan Volunteer Corps at CYFM. This program invites mature, well-balanced men and women motivated to provide full-time service to the poor with living in a communal setting with other volunteers and following our mission statement (above). In order to know the applicant more fully and evaluate him/her more fairly, we ask you to fill out this form. If necessary, use additional sheets and omit any question you do not feel qualified to answer. Please return this form as soon as possible so that the application process will not be delayed.

For more information about our program, visit [www.cyfm.org](http://www.cyfm.org).

### Part I

How long have you known the applicant and what is your relationship? In what setting(s) do you know him/her?

Evaluate the applicant's ability to live and work with others. What qualities help or hinder the applicant?

Describe the applicant's strengths and limitations.

Describe the applicant's ability to perform and complete a task. Is the applicant self-motivated?

How does the applicant relate to supervisors and authority?

Describe the applicant's ability to reflect and mission statement of CYFM, which you can see at the top of this page. What is his/her commitment to faith?

**Part II**

Please list three adjectives that best describe the candidate.

\_\_\_\_\_

Please rate the following characteristics as they apply to the applicant. Rate each characteristic 1 – 5 with 5 being the strongest. Skip any you do not feel qualified to answer.

- |  |  |
|--|--|
| <input type="checkbox"/> Common Sense                | <input type="checkbox"/> Ability to live in community  |
| <input type="checkbox"/> Physical health             | <input type="checkbox"/> Communication skills          |
| <input type="checkbox"/> Emotional stability         | <input type="checkbox"/> Sensitivity to other cultures |
| <input type="checkbox"/> Maturity                    | <input type="checkbox"/> Creativity                    |
| <input type="checkbox"/> Sense of humor              | <input type="checkbox"/> Assertiveness                 |
| <input type="checkbox"/> Initiative                  | <input type="checkbox"/> Acceptance of criticism       |
| <input type="checkbox"/> Self-Confidence             | <input type="checkbox"/> Ability to offer criticism    |
| <input type="checkbox"/> Flexibility                 | <input type="checkbox"/> Ability to deal with stress   |
| <input type="checkbox"/> Responsibility              | <input type="checkbox"/> Dependability                 |
| <input type="checkbox"/> Ability to express feelings | <input type="checkbox"/> Ability to be a role model    |
| <input type="checkbox"/> Ability to make decisions   | <input type="checkbox"/> Leadership ability            |

**Part III**

Use the following space for any additional comments you wish to make. Use another sheet if necessary.

**Part IV**

- Final recommendation:
- Highly recommend
  - Recommend
  - Recommend with reservations
  - Not recommend

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (please print)

Address:

Phone:

Please return to:

**Lake A. Herman, OFM Cap.**  
**Cap Corps Program Director**  
**Capuchin Youth & Family Ministries**  
**PO Box 192**  
**Garrison, NY 10524**  
**Fax: (845) 424-4403**

Any questions? Please call Br. Lake at (845) 424-3609 or e-mail at [brolake@cyfm](mailto:brolake@cyfm).