

**Volunteer Services Reference**

E-175 Taylor Care Pavilion  
100 Woods Road  
Valhalla, New York 10595

**Fax references to (914) 493-8638**

**Phone (914) 493-7850**

Name of Reference: \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (applicant's name) is applying for a volunteer position at Westchester Medical Center/Maria Fareri Children's Hospital and has designated you as a reference. Please answer the following questions and return this letter as soon as possible. Your reference is important in expediting the application process. *Your response will be kept confidential.*

1. How long have you known him/her and in what capacity? \_\_\_\_\_  
\_\_\_\_\_

2. What can you tell us about him/her? \_\_\_\_\_  
\_\_\_\_\_

3. Describe any of his/her notable *strengths*: \_\_\_\_\_  
\_\_\_\_\_

4. Describe any notable *weakness*: \_\_\_\_\_  
\_\_\_\_\_

5. Please check **10** traits that best describe the applicant:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Flexible       | <input type="checkbox"/> Outspoken     | <input type="checkbox"/> Detail oriented |
| <input type="checkbox"/> Structures     | <input type="checkbox"/> Needy         | <input type="checkbox"/> Fun             |
| <input type="checkbox"/> Dependable     | <input type="checkbox"/> Good listener | <input type="checkbox"/> Independent     |
| <input type="checkbox"/> Trustworthy    | <input type="checkbox"/> Self-starter  | <input type="checkbox"/> Organized       |
| <input type="checkbox"/> Productive     | <input type="checkbox"/> Compassionate | <input type="checkbox"/> Versatile       |
| <input type="checkbox"/> Controlling    | <input type="checkbox"/> Disorganized  | <input type="checkbox"/> Adaptable       |
| <input type="checkbox"/> Receptive      | <input type="checkbox"/> Likes routine | <input type="checkbox"/> Practical       |
| <input type="checkbox"/> Discouraged    | <input type="checkbox"/> Questioning   | <input type="checkbox"/> Logical         |
| <input type="checkbox"/> Motivated      | <input type="checkbox"/> Good natured  | <input type="checkbox"/> Reliable        |
| <input type="checkbox"/> Loyal          | <input type="checkbox"/> Resourceful   | <input type="checkbox"/> Punctual        |
| <input type="checkbox"/> Non-judgmental | <input type="checkbox"/> Confident     | <input type="checkbox"/> Honest          |
| <input type="checkbox"/> Creative       | <input type="checkbox"/> Considerate   | <input type="checkbox"/> Sociable        |

Reference Signature \_\_\_\_\_

Relationship to applicant \_\_\_\_\_