



# Personal Reference Form

### TO BE COMPLETED BY APPLICANT:

**Note to the Applicant:** This recommendation form is **not** to be completed by a relative of the applicant. Where possible we request that a **teacher or former employer**, familiar with your character and values, complete this form.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
City, State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY RESPONDENT:

**Note to the Respondent:** The individual whose name appears above has applied for employment with the Mandel Jewish Community Center of the Palm Beaches. Your appraisal of this applicant will assist us in completing our hiring requirements. Please respond concisely to the following questions. Your honest evaluation is appreciated.

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant (*check one of the following*)?

- Know well through personal contact.
- Know fairly well through office/classroom/work.
- Have general acquaintance; do not know personally.

What are the applicant's talents and strengths and how has he/she applied these talents to employment, the community and/or school activities?

\_\_\_\_\_

Personal Characteristics: Please check the appropriate boxes that apply to this applicant.

	Excellent	Good	Average	Poor
Motivation				
Leadership				
Concern for others				
Integrity				

Are there any factors, either positive or negative, that may affect his/her employment with the JCC?

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

Respondent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Respondent Address: \_\_\_\_\_  
City, State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Respondent Signature: \_\_\_\_\_ Date: \_\_\_\_\_