

REFERENCE FORM

Volunteer Applicant: Please ask someone (i.e. instructor, mentor, employer, manager, leader of another volunteer organization) who has known you for a minimum of one year to complete this form. **This form cannot be completed by a spouse, relative, friend, or family member.** When completed, reference can either return to you in a properly sealed envelope or s/he may directly mail or email to Volunteer Services.

Please email to:

SCVMC Volunteer Services
vmcvolunteer@hhs.sccgov.org

Please mail to:

SCVMC Volunteer Services – Building A
751 S. Bascom Avenue
San Jose, CA 95128
408-885-2585

Name of Volunteer Applicant:

To Reference: The above-named volunteer is applying to become a volunteer at Santa Clara Valley Medical Center. As a part of the application process, we are asking you to complete this reference form. Our volunteers enhance the clinical services of the hospital and clinics by serving as part of a team to provide compassionate services to our patients, visitors and staff.

Please take a few moments to answer the following questions **completely and honestly**. The hospital can be a very stressful and complicated place to volunteer. Your comments are a valuable part of our placement process.

When finished, please:

1. **Direct Mail Option:**
 - a. Place completed reference form in an envelope.
 - b. Sign your name across the closure flap and place transparent tape over your signature.
 - c. Return the properly sealed envelope to applicant **or** mail to above-referenced address.
2. **Email option:** Reference may email directly to: VMCvolunteer@hhs.sccgov.org

Name of Reference	
Organization:	
Title of Reference:	
Phone # of Reference	
Email of Reference	

What is your relationship to the applicant?	
How long have you known the applicant?	
<p>How does this applicant relate to peers and/or co-workers? Would you describe this applicant as a team player? Would you describe this applicant as someone who is eager to help others? Would you describe this applicant as someone who goes above and beyond what they are asked to do?</p>	
<p>Interpersonal skills are very important in a hospital environment. Is this applicant able to remain positive during stressful times? Can this applicant interact with others in a warm and welcoming manner?</p>	
<p>Volunteers serve one four-hour shift per week. Would you say this applicant has demonstrated the commitment to show up once a week?</p>	
<p>Additional Comments:</p>	

Name (print): _____

Signature: _____

Date: _____

Thank you for your comments.