NEW DAY VOLUNTEER REFERENCE

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| *Thank you for agreeing to provide a reference for {NAME}. He/she has applied to volunteer at New Day in Beijing, China. At least one completed reference is required to process the application, so it is important that the reference form be returned as soon as possible. The purpose of the reference process is to provide additional insight into the applicant to ensure that the volunteer experience is a successful for one both for the applicant and for New Day. After completing this reference and saving it, please email it as an attachment to [donna@newdaycreations.com](mailto:donna@newdaycreations.com). If you have any questions about the reference process, please do not hesitate to contact me.* ***Thank you!*** | | | | | | | |
| Please type responses into cells highlighted in yellow and save your document frequently.  File name should be **lastname.firstname.2015**. **reference.doc** *Use the applicant’s name for the file name.* | | | | | | | |
| **Date:** |  | |  | | | | |
| **Applicant’s Name:** |  | | | | | | |
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| **REFERENCE INFORMATION** | | | | | | | |
| **Full Name:** |  | |  |  |  |  | |
|  | Street Address | | City | State/Province | Zip/Postal Code | Country | |
| **Address:** |  | |  |  |  |  | |
|  | Cell/Mobile | | Home | Work |  |  | |
| **Telephone Numbers:** |  | |  |  |  | | |
| **Email Address:** |  | |  | | | | |
| **How long have you known the applicant?** | |  |  | | | |
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| 1. In your own words, please describe your overall impression of the applicant. | | | | | | | | |
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| 1. Please describe two strengths of the applicant and give examples of how those have been demonstrated. | | | | | | | | |
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| 1. Please describe two areas where the applicant has struggled and give examples of how those have been demonstrated. | | | | | | | | |
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| 1. Please describe how the applicant interacts with people, particularly those he or she does not know well. | |
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| 1. How does the applicant respond to changing or ambiguous situations? Given an example, if possible. | |
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| 1. How does the applicant relate to those in authority? Given an example, if possible. | |
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| 1. Would you say this applicant is more comfortable in a leadership role or as part of the team? Why do you say that? Please give an example, if possible. | |
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| 1. What do you think will be this applicant’s greatest challenge in adapting to being in another country/culture? Why do you say that? Please give an example, if possible. | |
|  | |
| 1. Has the applicant ever discussed his/her personal religious beliefs or faith with you? | |  |  | | --- | --- | | YES | NO | |
|  | |
| Additional information that you feel would be helpful as we consider this application: | |
|  | |

Thank you for completing the reference form. Please save and email to [donna@newdaycreations.com](mailto:donna@newdaycreations.com) today!