



Communities  
In Schools

Central Texas

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## Communities In Schools of Central Texas 2018 – 2019 Reference Form

### TO THE APPLICANT:

Please input your first and last name below, and e-mail this form to each of your professional references. Your reference(s) should complete this form and submit it electronically to [americorps@ciscentraltexas.org](mailto:americorps@ciscentraltexas.org), or enclose it in an envelope with his or her signature across the seal, and mail it to Communities In Schools of Central Texas AmeriCorps.

Applicant's Name:

### TO THE REFERENCE:

**NOTE: This form should be downloaded to your desktop and opened using [Adobe Reader](#).**

[AmeriCorps](#) engages more than 80,000 citizens in a year of results-driven service sponsored by thousands of nonprofits, schools, public agencies, and community and faith-based groups across the country. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans.

[Communities In Schools of Central Texas](#) exists to help young people learn, stay in school, and prepare for a successful life by providing school-based social services and links to community resources. The Communities In Schools of Central Texas AmeriCorps Program serves students in the Greater Austin Area. AmeriCorps members tutor and mentor students (primarily in elementary and middle schools) who are at risk of dropping out of school.

The person named above is applying to be an AmeriCorps member with Communities in Schools of Central Texas. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on professional references during the application, review, and selection process. Your input is seriously considered and greatly appreciated.

Name of Reference:

Position/Title:

Organization/Institution:

Address:

STREET & APT/UNIT#

CITY

STATE

ZIP CODE

Contact Phone Number:

**I. Knowledge of the Applicant**

A. How long have you known the applicant?      Years:       Months:

B. In what capacity have you known the applicant?

- |  |  |
|--|--|
| <input type="checkbox"/> Job Supervisor/Employer | <input type="checkbox"/> High School Teacher                   |
| <input type="checkbox"/> College Instructor      | <input type="checkbox"/> Coach                                 |
| <input type="checkbox"/> Volunteer Supervisor    | <input type="checkbox"/> Other (specify): <input type="text"/> |

Please describe the situation in which you know the applicant.

**II. Work Performance**

A. In your judgment, how competent is this applicant as demonstrated by work in the community, in school, on the job, or in a position of responsibility?

- |   |  |
|---|--|
| <input type="radio"/> Outstanding performance   | <input type="radio"/> Below average performance    |
| <input type="radio"/> Above average performance | <input type="radio"/> Non-satisfactory performance |
| <input type="radio"/> Satisfactory              |  |

B. Please comment on such qualities as the applicant's level of dependability, initiative, work ethic, and ability to work with minimal supervision and as a member of a team.

C. Please comment on any identified professional growth and/or training needs for this applicant.

### III. Relationships with Other People

A. Communities In Schools of Central Texas AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationships with other people?

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations.
- Has average working relationships with others.
- Has difficulty working with others.
- Does not work well with others.

B. Communities In Schools of Central Texas AmeriCorps members are required to understand other people's viewpoints and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationships with others.

C. Communities In Schools of Central Texas AmeriCorps members serve in the Greater Austin Area schools. They provide tutoring and mentoring for students who are at-risk of dropping out. Have you had the opportunity to see this person interact with children in a face-to-face setting? If so, describe the experience.

### IV. Emotional Maturity

A. Communities In Schools of Central Texas AmeriCorps members often serve in conditions of hardship. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant?

- Highly effective even in adverse situations and changing conditions.
- Able to adapt to adverse situations and changing conditions.
- About average in adapting to adverse situations and changing conditions.
- May not be able to stand up well in adverse situations and changing conditions.
- Completely unable to handle adverse situations or adapt to changing conditions.

B. Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

**V. Overall Recommendation**

What is your overall recommendation?

- I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.
- I recommend the applicant as a good candidate for AmeriCorps service.
- I have some reservations, but I believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for AmeriCorps service.

**VI. Additional Information and Confidentiality Statement**

If you wish, use additional paper to explain any of your ratings or anything else about this applicant that you feel is relevant to serving in Communities In Schools of Central Texas AmeriCorps such as the applicant’s desire to serve others, maturity, work ethic, flexibility, and dependability. Please explain any reservations that you have regarding the applicant’s participation in the Communities In Schools of Central Texas AmeriCorps Program.

Please choose one of the following:

- I AUTHORIZE the Communities In Schools of Central Texas AmeriCorps Program, Communities In Schools of Central Texas, and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the Communities In Schools of Central Texas AmeriCorps Program, Communities In Schools of Central Texas, and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

All reference forms must be signed by the reference. By submitting this reference you are electronically signing this reference. By electronically signing this reference, you are stating that all of the information provided is true to the best of your knowledge.

I certify that I am the person whose name is listed on this reference form and that all of the information is true and accurate. Yes  No

Your Signature:  Date (mm/dd/yy):

**PLEASE E-MAIL THIS FORM TO AMERICORPS@CISCENTRALTEXAS.ORG OR RETURN THIS FORM IN AN ENVELOPE SIGNED ACROSS THE SEAL TO:**

**COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS  
 AMERICORPS  
 3000 S. IH 35, SUITE 200  
 AUSTIN, TEXAS 78704**