



Daraja Academy of Kenya

## Volunteer Reference Form

**To the Applicant:** Please fill out this section.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**OPTIONAL:**       YES  NO      *"I hereby waive any right of access to this evaluation"*

### To the Evaluator:

The above individual is applying to be a volunteer at the Daraja Academy of Kenya, a free all-girls secondary boarding school near Nanyuki, Kenya. If accepted, the applicant will serve as an on-campus volunteer and will live under often demanding conditions (culturally, mentally and sometimes physically).

### *Assessing the Applicant*

We ask you to be as candid as possible in your evaluation of the applicant. Volunteering overseas demands self-confidence, perseverance, flexibility, and sensitivity to other cultures. Please keep these characteristics in mind as you write about the candidate. Because recommendations play an important role in helping us decide the suitability of the volunteer, it is in the applicant's best interest that you provide an accurate and detailed evaluation. Your comments about unusual or outstanding qualities and potential weaknesses are especially helpful.

**PLEASE USE THE FORM ON THE NEXT PAGE TO EVALUATE THE APPLICANT, ATTACHING YOUR ANSWERS TO SECTION I ON A SEPARATE PAGE. THANK YOU!**

### *Mailing the Evaluation*

After completing the reference form, please mail or fax to the address below. Please feel free to contact us with any questions:

*Daraja Academy of Kenya*  
Volunteer Program  
PO Box 43333  
San Rafael, CA 94913  
phone: (415) 456-8055 / fax: (650) 917-9386  
e-mail: [volunteer@daraja-academy.org](mailto:volunteer@daraja-academy.org)

*We acknowledge that completing this form will take considerable time and effort on your part, and we thank you in advance for your valuable assistance.*

**Reference form continued**

**I. Please answer the following questions as completely and candidly as possible on a separate sheet of paper, *giving specific examples*. Please number each question.**

1. For how long and in what capacity have you known the applicant?
2. How well do you think the applicant would cope when faced with difficult or awkward situations posed by living and working in a foreign culture?
3. How flexible and adaptable is the applicant?
4. What are the applicant's most outstanding abilities or characteristics?
5. What are the applicant's weaknesses?
6. Do you have any reservations or concerns about the applicant's potential to succeed in this experience?
7. Any additional comments you feel would help us to evaluate this candidate.

**II. We realize that sometimes it is difficult to assign a number to human skills and strengths, but please attempt to rate the applicant in the following areas, according to the scale provided. Wherever possible, compare the applicant to other employees, volunteers, or students you have supervised or taught in comparable positions.**

**Scale:**

- 1 = One of the best I have ever known      3 = Middle one-third      NA = No opportunity to judge  
 2 = Top one-third      4 = Bottom one-third

Communication Skills	1	2	3	4	NA
Speaks clearly and articulately					
Writes clearly and articulately					
Clear reasoning ability					
Self-confidence when speaking to a group					
Job Skills	1	2	3	4	NA
Organizational ability					
Quickness in learning a new skill					
Professionalism on the job					
Ability to work independently					
Common sense and good judgment under pressure					
Interpersonal Skills	1	2	3	4	NA
Willingness to accept instruction					
Ability to get along with colleagues/peers					
Patience with others					
Maturity when working with/for others					
Ability to change behavior to accommodate others					
Ability to work with people of different backgrounds					

Your Name \_\_\_\_\_ Position \_\_\_\_\_

Place of Work \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_



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