



Fort Novosel Child and Youth Services Reference Form

Applicant's Name: _____ Volunteer Position Applying For: _____

Reference's Name: _____ Contact Number: _____

Please Note: Relatives cannot be used as references.

The above named individual is applying to be a volunteer coach with the Child and Youth Services (CYS) Youth Sports and Fitness program. The information that you provide will help us make important staffing decisions. Please answer the questions below to the best of your knowledge. Thank you for your time and input.

1. In what capacity have you known the applicant? Please check one of the below.

Supervisor _____ Employer _____ Fellow Employee _____ Acquaintance _____

2. What position did the applicant occupy? _____

3. How long have you known the volunteer applicant? _____

4. Based on your personal knowledge, please use the scale of 1- 5 (Low to High), and rate the following characteristics of the applicant:

CHARACTERISTIC TRAITS	1	2	3	4	5	N/A	Please provide any comments if necessary:
1. Professional Judgment							
2. Professional Attitude							
3. Cooperation							
4. Emotional Composure							
5. Time Management							
6. Knowledge in Field of Sports							
7. Planning and Preparation							
8. Problem-Solving Skills							
9. Initiative/Personal Motivation							
10. Interpersonal Relations							
11. Oral Communication Skills							
12. Written Communication Skills							
13. Knowledge of Sports Procedures							
14. Attendance, Punctuality and Dependability							

5. On a scale of 1 to 5 (low to high), how would you compare the applicant to other volunteers or co-workers you have worked with in similar positions? _____ (1-5)

6. What are the volunteer's strengths? How would these strengths impact performance in the position he/she is applying for? _____

7. Do you know of any reason why the applicant should not be volunteering/participating with children? Yes _____ No _____

8. If your answer is yes to question 7 please explain: _____

9. Would you recommend this applicant as a prospective volunteer? Yes _____ No _____

Signature: _____

Date: _____



Dear Reference,

The Department of the Army is charged with the responsibility of administering certain critical checks both at home and abroad. The Child and Youth Services (CYS) program has the responsibility of performing background checks for all prospective volunteers. The attached reference form will be helpful in determining whether or not the prospective volunteer/individual demonstrates personal characteristics which are above reproach.

In selecting volunteers we rely on information provided to us by individuals who have been associated with the prospective volunteer. It is appreciated if you will furnish, to the best of your knowledge, information as indicated on the enclosed Child and Youth Services (CYS) Reference Form. This form will be of great assistance to us in determining the prospective volunteer's suitability for selection for the named position.

Our program relies heavily on volunteers. Prospective volunteers cannot volunteer until all paperwork, to include the reference forms (when requested) are returned and processed. The Child and Youth Services (CYS) program and the prospective volunteers would appreciate your quick return of the reference forms so as to be included in the final determination of selection. The information you provide, including your identity, will remain confidential and will only be disclosed to individuals on a need to know basis. There are two ways of returning the reference form. One, we are enclosing an envelope to help provide confidentiality when returning your form. Please enclose and seal the reference form in the envelope and return it to the prospective coach and they will turn it in to our department along with the rest of their background check packet. Two, if you choose you may scan and send the reference form to my e-mail address at randolph.e.tolison.naf@mail.mil.

Again, thank you for your time. We are greatly appreciative. We look forward to your responses.

Respectfully,

A handwritten signature in black ink that reads "Randy Tolison".

Randy Tolison

Youth Sports and Fitness Director