

Send to:
L'Arche Tahoma Hope
12303 36th Avenue East
Tacoma, WA 98446
FAX 253-539-9208
info@larchetahomahope.org

CONFIDENTIAL REFERENCE FORM

Name of Applicant: _____

L'Arche seeks mature, well-balanced and spiritually motivated men and women to live and work with people with developmental disabilities in a faith-based community. The applicant named above has chosen you to let us know more about him/ her as we consider his/ her acceptability for the work and lifestyle of L'Arche. No applicant will be rejected on the basis of a single reference. Feel free to omit any questions that you are not able to answer. Thank you for your comments.

1. How long have you known the applicant? In what capacity?
2. Describe the applicant's personality.
3. Evaluate the applicant's ability to live and work with others in intentional community. What qualities help or hinder the applicant in this area?
4. Describe the applicant's strengths and limitations.
5. Describe the applicant's style of getting things done. Please give an example.
6. Describe the applicant's response to problem situations and ability to make decisions.
7. Describe the applicant's ability to cope with change and transition.

Circle the number that you feel best describes the applicant. **Please provide comments as well.**
 1 – Poor 2 – Below Average 3 - Average 4 – Very Good 5 – Excellent NA – Not able to answer

CHARACTERISTICS		COMMENTS
Physical Health	1 2 3 4 5 NA	
Emotional Health and Stability	1 2 3 4 5 NA	
Time Management Skills	1 2 3 4 5 NA	
Maturity	1 2 3 4 5 NA	
Common Sense	1 2 3 4 5 NA	
Dependability	1 2 3 4 5 NA	
Ability to make decisions	1 2 3 4 5 NA	
Attention to details	1 2 3 4 5 NA	
Ability to complete tasks	1 2 3 4 5 NA	
Flexibility	1 2 3 4 5 NA	
Initiative	1 2 3 4 5 NA	
Creativity	1 2 3 4 5 NA	
Ability to express feelings	1 2 3 4 5 NA	
Ability to work on a team	1 2 3 4 5 NA	
Ability to work alone	1 2 3 4 5 NA	
Conflict Management Skills	1 2 3 4 5 NA	
Communication Skills	1 2 3 4 5 NA	
Relationship w/ Authority	1 2 3 4 5 NA	
Leadership Ability	1 2 3 4 5 NA	
Ability to work under pressure	1 2 3 4 5 NA	
Openness to diversity	1 2 3 4 5 NA	

Highly recommend
 Recommend
 Recommend with reservations
 Do not recommend
 What is the best way to contact you? _____
 Signature: _____
 Date: _____

Your Name: _____
 Your Address: _____

 Phone: (Home) _____
 Phone: (Work) _____
 Email: _____

