

Applicant Name \_\_\_\_\_ Email \_\_\_\_\_

Country Preference: Russia / Ukraine / China / Mexico / No Preference

Term: Fall / Spring 20\_\_\_\_

# Character Reference

## To the applicant:

To provide a common perspective, ILP prefers that an ecclesiastical leader complete this reference (i.e. Bishop, Minister, Pastor, Priest, etc.) If you are not part of a religious congregation, this reference should be completed by a respected leader in your community who leads, supervises, or has authority over young adults, and who knows you well enough to address your character.

**This is a confidential letter of reference. References submitted by the applicant will not be accepted. References may not be completed by family members. Submitting this reference constitutes agreement to waive your right to see it after completion.**

## To the person completing the Character Reference:

- If you do not know the applicant well, please conduct an interview before completing the recommendation.
- Please be aware that the applicant will not be considered for a position until your letter of reference is received by ILP. Letters may be faxed or mailed to ILP.
- If you have questions or concerns regarding this reference, please call and speak with a director.

## Reference Information:

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Organization \_\_\_\_\_ Position \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

## 1. Compared to other young people with whom you have worked in a similar capacity, please rate and comment on the applicant's performance in the following areas:

**Follows rules and instructions and helps others to do the same**

| bottom<br>50% | top<br>50% | top<br>25% | top<br>10% | top<br>5% | No basis for<br>judgment |
|---------------|------------|------------|------------|-----------|--------------------------|
|               |            |            |            |           |                          |

Comments:

**Dependability and integrity**

| bottom<br>50% | top<br>50% | top<br>25% | top<br>10% | top<br>5% | No basis for<br>judgment |
|---------------|------------|------------|------------|-----------|--------------------------|
|               |            |            |            |           |                          |

Comments:

**Maturity (Uses good judgment, responds appropriately to authority, contributes to conflict resolution)**

| bottom<br>50% | top<br>50% | top<br>25% | top<br>10% | top<br>5% | No basis for<br>judgment |
|---------------|------------|------------|------------|-----------|--------------------------|
|               |            |            |            |           |                          |

Comments:

*Continued on next page*

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## Character Reference—continued

**Works well with peers (Gets along well with others)**

| bottom<br>50% | top<br>50% | top<br>25% | top<br>10% | top<br>5% | No basis for<br>judgment |
|---------------|------------|------------|------------|-----------|--------------------------|
|---------------|------------|------------|------------|-----------|--------------------------|

Comments:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

**Works well with young children (kind, patient, engaging, and inviting)**

| bottom<br>50% | top<br>50% | top<br>25% | top<br>10% | top<br>5% | No basis for<br>judgment |
|---------------|------------|------------|------------|-----------|--------------------------|
|---------------|------------|------------|------------|-----------|--------------------------|

Comments:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

**2. Are you aware of anything in this person's history that would lead you to hesitate recommending them to work directly with children?**

**3. International Language Programs offers an experience that requires maximum individual initiative and good judgment. Considering the following factors, please comment on whether the applicant is a good fit for our program.**

- Volunteers will be teaching and living with or near the children they teach, and they agree to follow safety rules and a code of conduct:
  - Abstain from alcohol, tobacco, and drugs
  - Be chaste in all relationships
  - Avoid vulgar and profane language
  - Obey the law
  - Follow all rules and help other volunteers do the same
- Volunteers are supervised by peer-age leaders.
- Volunteers have a lot of free time each day and are expected to find activities that use their time in a meaningful way (i.e. teaching preparation, language study, service projects, cultural experiences, etc.)

**Our experience has been that when people are away from relatives and friends, those who struggle or have struggled with the above criteria find it even more difficult to comply in a foreign country. Knowing this, please comment on how the applicant will do with the code of conduct and standards above.**

**4. Do you have any concerns about the emotional, spiritual, or physical health of the applicant?**

**5. Can you recommend this person without any reservations?**