



## Catholic Charities Service Corps

*Discovering Our Light...Igniting it in Others.*

525 Washington St.  
Buffalo, NY 14203  
716.853-4424, ext 3028  
[www.ccservicecorps.org](http://www.ccservicecorps.org)

### RECOMMENDATION C

**(To be filled out by a current or former employer or service supervisor)**

Name of Applicant: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

**TO THE REFERENT:** The Catholic Charities Service Corps seeks spiritually motivated, well-balanced, and mature young women and men to respond to their own unique call to service by utilizing their gifts, education, and faith to work with the economically poor of Buffalo. The Corps makes a particular effort to recruit Corps members who have demonstrated a commitment to service, ability to live with others in a community setting, and a willingness to explore and develop a more simple and faith-filled life. Corps members live together in a community residence and receive only room, board, medical insurance, and a small monthly stipend.

The applicant named above has chosen you to let us know more about her/him. What you say will be of great value in helping determine her/his capacity to work in a non-profit agency and live with others in community. Feel free to omit any questions you are not able to answer. Also, due to the possibility of mail getting lost in the system, please keep a copy of this form and send the original to the address above as soon as possible. **Additional pages are accepted should you require more space.** Only original recommendations will be accepted. Thank you for your comments.

1. How long have you known the applicant? In what capacity?
2. Briefly describe the applicant's personality.
3. What are some strengths and limitations of this person? Would you see any possible areas of difficulty for this person as a volunteer in the inner-city and community member?

**Additional pages are accepted should you require more space**

Circle the number that you feel best describes the applicant:

1=Poor 2=Below Average 3=Average 4=Good 5=Superior UK=Unknown

**I. Personal/Professional Qualities**

|   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| Initiative                                  | 1 | 2 | 3 | 4 | 5 | UK |
| Dependability                               | 1 | 2 | 3 | 4 | 5 | UK |
| Maturity                                    | 1 | 2 | 3 | 4 | 5 | UK |
| Honesty                                     | 1 | 2 | 3 | 4 | 5 | UK |
| Emotional Stability                         | 1 | 2 | 3 | 4 | 5 | UK |
| Leadership ability                          | 1 | 2 | 3 | 4 | 5 | UK |
| Common sense                                | 1 | 2 | 3 | 4 | 5 | UK |
| Self-Confidence                             | 1 | 2 | 3 | 4 | 5 | UK |
| Ability to work with peers                  | 1 | 2 | 3 | 4 | 5 | UK |
| Ability to take direction                   | 1 | 2 | 3 | 4 | 5 | UK |
| Ability to articulate thoughts and feelings | 1 | 2 | 3 | 4 | 5 | UK |

**II. Maturity:** *A person serving for a year as a CCSC volunteer often experiences challenges and difficulties as they adjust to a variety of situations and pressures in a different cultural context.*

|                                      |   |   |   |   |   |    |
|--------------------------------------|---|---|---|---|---|----|
| Flexibility                          | 1 | 2 | 3 | 4 | 5 | UK |
| Emotional Maturity                   | 1 | 2 | 3 | 4 | 5 | UK |
| Sense of humor                       | 1 | 2 | 3 | 4 | 5 | UK |
| Ability to organize and prioritize   | 1 | 2 | 3 | 4 | 5 | UK |
| Ability to recognize own limitations | 1 | 2 | 3 | 4 | 5 | UK |

**III. Teamwork:**

|                                 |   |   |   |   |   |    |
|---------------------------------|---|---|---|---|---|----|
| Responsive to others' needs     | 1 | 2 | 3 | 4 | 5 | UK |
| Empathetic                      | 1 | 2 | 3 | 4 | 5 | UK |
| Tolerant                        | 1 | 2 | 3 | 4 | 5 | UK |
| Can deal with conflict          | 1 | 2 | 3 | 4 | 5 | UK |
| Open to constructive feedback   | 1 | 2 | 3 | 4 | 5 | UK |
| Communicates well with others   | 1 | 2 | 3 | 4 | 5 | UK |
| Accepts and seeks collaboration | 1 | 2 | 3 | 4 | 5 | UK |
| Admits to error                 | 1 | 2 | 3 | 4 | 5 | UK |
| Offers constructive feedback    | 1 | 2 | 3 | 4 | 5 | UK |

1=Poor 2=Below Average 3=Average 4=Good 5=Superior UK=Unknown

**IV: Motivation:** *It is normal for volunteers to struggle with issues of faith and future goals, but she/he should also show a willingness to spiritual and emotional growth. Volunteers are invited to integrate their faith into all aspects of their lives.*

|  |   |   |   |   |   |    |
|--|---|---|---|---|---|----|
| Is comfortable discussing faith issues                         | 1 | 2 | 3 | 4 | 5 | UK |
| Is open to various expressions of faith                        | 1 | 2 | 3 | 4 | 5 | UK |
| Able to define personal objectives                             | 1 | 2 | 3 | 4 | 5 | UK |
| Able to derive various forms of satisfaction from work/service | 1 | 2 | 3 | 4 | 5 | UK |
| Able to recognize broader issues of justice in work/service    | 1 | 2 | 3 | 4 | 5 | UK |

The applicant is:

Highly Recommended \_\_\_\_\_  
Recommended \_\_\_\_\_  
Recommended with reservations \_\_\_\_\_  
Not recommended \_\_\_\_\_

Please comment below on anything else you may think will be helpful in evaluating the applicant for admission to the Catholic Charities Service Corps:

I understand that this form will not be seen by the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

