

**PWC Juvenile Detention Center**  
**VOLUNTEER REFERENCE Form**

\_\_\_\_\_ has applied for the position of **volunteer** with the Prince William County Department of Social Services at the Juvenile Detention Center and has provided your name as a reference. We would appreciate you providing us with the following information:

How do you know this person? \_\_\_\_\_

How long have you known them? \_\_\_\_\_

Description of activities with youth: \_\_\_\_\_

How would you rate the volunteers' knowledge/skills and tell us the reason for your rating:

Unsatisfactory                       Satisfactory                       Very Satisfactory

Describe and rate the applicant's ability to communicate with others:

Verbally:    Unsatisfactory    Satisfactory    Above Average    Outstanding

In Writing:  Unsatisfactory    Satisfactory    Above Average    Outstanding

As a reference what were his/her most pronounced **strengths**: \_\_\_\_\_

**Deficiencies**: \_\_\_\_\_

Describe the applicant's attendance and giving notice of being absent:

Unsatisfactory    Satisfactory    Above Average    Outstanding

If unsatisfactory, was there an extenuating circumstance that prevented this person from coming to work or volunteering?

Is there any reason they should not work with youth at the Juvenile Detention Center?    Yes    No

If yes, why and if no, why not: \_\_\_\_\_

INFORMATION FURNISHED BY: \_\_\_\_\_

(Name and title)

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone reference conducted by: \_\_\_\_\_

(Name and title)

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Questions or Concerns Call... Jayne Frelin, Volunteer Coordinator PWC JDC 703-791-3559