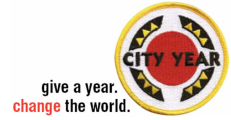


# City Year | Reference Form



## Note to the Recommender:

This applicant has asked that you provide a candid recommendation to City Year as part of the corps member application process. City Year is a non-profit organization that unites young people of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors and role models, these young leaders make a difference in the lives of children and transform schools and neighborhoods. City Year is a proud member of AmeriCorps.

At locations across the United States, City Year corps members serve full-time for 10 months, each providing more than 1,700 hours of service:

- **School-Based Service:** Corps members serve in schools as tutors, mentors, role models and leaders of after-school programs. This school-based service is at the heart of City Year's "Whole School, Whole Child" approach to creating positive change in the lives of children and their school environment.
- **Youth Leadership:** One of the important ways corps members share their belief in service and their commitment to helping children is by leading programs that give elementary, middle and high school students the opportunity to make a difference.
- **Community Transformation:** City Year corps members engage community members, corporate partners and civic leaders to transform communities. Projects include painting murals, planting gardens, creating playspaces, renovating schools and revitalizing community centers.

We have identified the qualities we believe characterize our most outstanding corps members and we appreciate your assessment of the candidate in terms of these qualities by filling out the attached form. Your objective evaluation will weigh heavily in our decision-making process. In fairness to the applicant and the children and communities City Year serves, please be as honest as possible.

Once this form is complete, please return it to the candidate in a sealed envelope with your signature across the seal. The applicant will submit your sealed recommendation to us along with his or her other application materials.

Again, your input is very important to us and we look forward to hearing from you. For more information about City Year, visit our Web site at [cityyear.org](http://cityyear.org).

Sincerely,

The City Year Selection Committee

**Applicant's Name:** \_\_\_\_\_

**Recommender's Name:** \_\_\_\_\_

**Organization & Title:** \_\_\_\_\_

**Address:**  professional  home

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

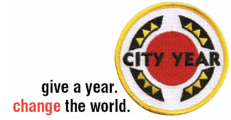
**Phone:** \_\_\_\_\_

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

**In what capacity have you known the applicant?** \_\_\_\_\_

*Note:* Recommenders cannot be family members, classmates, co-workers or friends. Recommenders should be, but are not limited to, work or volunteer supervisors, clergy members, teachers or professors, guidance/career counselors or coaches.

# City Year | Reference Form



Please evaluate the candidate using the following statements and specify the degree to which you agree with each statement. If you disagree or disagree strongly (4 or 5) with any statement, please explain in the remarks section below.

**1 = agree strongly; 2 = agree; 3 = neither agree nor disagree;  
4 = disagree; 5 = disagree strongly; 6 = not observed**

**This candidate:**

- Seeks diverse viewpoints and experiences to advance learning
- Strives to build inclusive environments
- Understands how one's own actions and decisions can determine future events
- Shows interest and concern for the welfare of others
- Finds common ground and builds rapport
- Suspends judgment and thinks before acting
- Has a passion to work for reasons that go beyond personal gain
- Pursues goals with energy and persistence
- Is innovative and resourceful in solving problems and seizing opportunities
- Has persuasive verbal and written communication skills
- Demonstrates ability to work in team setting
- Influences others in a positive manner
- Demonstrates a passion for a fair and just society
- Seeks and uses new learning to take an active role in the world and work
- Takes initiative and shows energy and drive

**Remarks:** Please tell us any additional information you would like to share about the applicant. If you need more space, please use another sheet of paper. Thank you for your time, concern and cooperation.

**Overall Recommendation:**

- Excellent Candidate     Good Candidate     Some Reservations     Do Not Recommend

You have the right to request confidentiality as a condition for providing information about this candidate. Please choose one of the options to the right.

I prefer my identity remain confidential  
 My identity may be disclosed

Name: (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_