

# Confidential Reference Form

OMB # 0420-0006  
Expiration Date:

Applicant Name: \_\_\_\_\_  
Reference Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

If you have questions  
or need an additional  
reference form, call your  
local recruiting office at  
800.424.8580 (press "1" at  
the voicemail prompt).

## Dear Friend of the Peace Corps:

The person named above has applied to become a Peace Corps Volunteer and has selected you to evaluate his or her qualifications. Please take a few moments to complete this reference form. The Peace Corps appreciates your assistance.

The Peace Corps was created to promote world peace and friendship by:

- helping the people of interested countries in meeting their need for trained men and women;
- helping to promote a better understanding of Americans on the part of the peoples served; and
- helping to promote a better understanding of other peoples on the part of Americans.

Serving as a Peace Corps Volunteer involves many challenges. It is not for everyone. Therefore, we would appreciate your honest appraisal of the applicant's qualifications to serve. No applicant is selected or rejected on the basis of a single rating; supporting statements are obtained from many sources. Although you may know the applicant in only one capacity, such as a supervisor, teacher, or friend, please try to respond to each section. There are several options for completing this form. Please check one:

- I will complete those sections of the form of which I have knowledge.
- I will write and attach a letter. (*Note: Please cover the information that is requested in this form.*)
- I do not know the applicant well enough to complete any section of this form.

Regardless of the option you choose, please return this form to the applicant within seven days. The evaluation process cannot be initiated until the applicant returns the reference form to the Peace Corps Placement Unit in Washington, D.C.

After completing the reference form, place it in the envelope provided, seal the envelope, and sign your name in the designated area over the seal. The applicant has been informed that tampering with the envelope will result in disqualification from Peace Corps service.

## I am (was) the applicant's:

- |   |                     |                                   |                     |
|---|---------------------|-----------------------------------|---------------------|
| <input type="checkbox"/> Job supervisor       | from _____ to _____ | <input type="checkbox"/> Employee | from _____ to _____ |
| <i>Name of company</i>                        | _____               | <input type="checkbox"/> Friend   | from _____ to _____ |
|   |                     | <input type="checkbox"/> Teacher  | from _____ to _____ |
| <input type="checkbox"/> Co-worker            | from _____ to _____ | <input type="checkbox"/> Other    | from _____ to _____ |
| <input type="checkbox"/> Volunteer Supervisor | from _____ to _____ | <i>Please specify:</i>            | _____               |
| <i>Name of organization</i>                   | _____               |                                   |                     |



## Section I: Motivation and Commitment

An applicant's personality and life goals should be consistent with volunteer service under challenging conditions. Applicants should be willing to give of themselves. They should not have rigid or overly high expectations about overseas service, and joining the Peace Corps should relate to their past experiences and future plans.

A. From your knowledge, please give an example of a significant commitment that the applicant has fulfilled:

B. Express your concerns, if any, about the applicant's ability to fulfill a commitment:

C. Are you aware of any situations or problems the applicant may be trying to avoid by going overseas as a Peace Corps Volunteer?  No  Yes *If yes, briefly explain:*

## Section II: Work Skills and Knowledge

Peace Corps Volunteers must be able to use their skills and knowledge and transfer them to people overseas. This includes setting goals, recognizing and solving problems, and effectively communicating with others. Volunteers must also be able to identify resources, which are often scarce, and use them appropriately.

A. The kinds of experience listed below have proved to be useful indicators of successful performance as a Volunteer. From your knowledge of the applicant, how well do you think he or she has performed each of the following:

	Not Applicable	Poorly	Adequately	Very Well
1. Provided leadership/supervision	N/A	1	2	3
2. Worked under minimal supervision	N/A	1	2	3
3. Been a self-starter	N/A	1	2	3
4. Worked with limited resources and equipment	N/A	1	2	3

B. Describe how the applicant has demonstrated the above behaviors:

C. Express your concerns, if any, about the applicant's work-related skills and attitude:

### Section III: Social Sensitivity

Peace Corps Volunteers must be willing and able to observe, accept, or in some effective way cope with the ideas and behaviors of others. They must also be able to adjust their own behavior within the framework of another culture/ society. This includes the ability to understand the experiences and problems of others.

A. From your knowledge, how well do you think the applicant has demonstrated the following in his or her life:

	Not Applicable	Poorly	Adequately	Very Well
1. Changed his or her behavior to accommodate others	N/A	1	2	3
2. Responded to the needs of others	N/A	1	2	3
3. Adapted to new customs	N/A	1	2	3
4. Worked with people of different backgrounds	N/A	1	2	3

B. Describe how the applicant has worked with people of different backgrounds:

C. Express your concerns, if any, about the applicant's ability to work with diverse groups:

### Section IV: Emotional Maturity

Peace Corps Volunteers are exposed to unfamiliar living conditions without the support systems that have provided them security in the past. Their work requires that they respond appropriately to the needs of others, as well as their own.

A. From your knowledge, how well do you think the applicant has demonstrated the ability to:

	Not Applicable	Poorly	Adequately	Very Well
1. Cope with stressful working and living situations	N/A	1	2	3
2. Cope with separation from family and friends	N/A	1	2	3
3. Develop friends and a support system in an unfamiliar environment	N/A	1	2	3

B. Describe how the applicant has handled a difficult situation requiring any of the above abilities:

C. Express your concerns, if any, about the applicant's emotional maturity:

## Section V: Additional Comments

A. Describe notable abilities, interests, skills, or experiences of the applicant relevant to Peace Corps service:

B. Describe any reservations you have about the applicant's ability to serve as a Peace Corps Volunteer:

## Section VI: Overall Recommendation

Please check one of the following to summarize your overall recommendation of the applicant:

- I recommend the applicant without reservation as an excellent prospect for Peace Corps service.
- On the whole, I recommend the applicant as a good prospect for Peace Corps service.
- I have some reservations but feel that the applicant has a reasonable chance of success in the Peace Corps. (Please explain in Section V above.)
- I have substantial doubts about the applicant's suitability for Peace Corps service. (Please explain in Section V above.)

## Confidentiality Statement

The Privacy Act is a federal law that states that everyone has the right to know about and receive information about, or copies of, documents about them that are maintained by the federal government. This law provides that the Peace Corps may keep the identity of the source of this reference confidential only if you request that it be kept confidential. Please indicate below whether you do or do not wish your identity revealed to the applicant.

- I DO NOT authorize the Peace Corps to identify me as the source of this reference, nor do I authorize the Peace Corps to release a copy of this reference in its entirety to the applicant. I realize that a summary of this reference may be released without my approval.
- I AUTHORIZE the Peace Corps to identify me as the source of this reference and to release a copy of this reference, upon request, to the applicant.

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

Privacy Act Statement. Section 2504 of the Title 22, United States Code, authorizes collection of this information. The primary use of this information, the provision of which is voluntary, is to determine whether applicants for Peace Corps Volunteer service are qualified and suitable. To the extent permitted under the Privacy Act of 1974, 5 U.S.C. 552a(k) (5), this system has been exempted from the provisions of the Privacy Act of 1974, that permit access and correction. The exemption from access is limited in some instances by law to information that would reveal the identity of a confidential source. See 65 FR 53772, 53783-84 (September 5, 2000), 50 FR 1950, 1962 (January 14, 1985), and Peace Corps regulations at 22 CFR 308.14(c).

Reference Completion Time: The Peace Corps estimates that the average time to complete this form is 30 minutes, including the time to assemble the information. If you have any comments concerning the accuracy of this estimate and any suggestion for reducing it, address them to: Peace Corps, Paperwork Reduction Project (0420-0006), 1111 20th Street, NW, Washington, DC 20526; and to the Office of Management and Budget, Paperwork Reduction Project (0420-0006), Washington, DC 20503.