



-CONFIDENTIAL-

To be completed + returned by mail OR through telephone interview

PART 1: TO BE COMPLETED BY APPLICANT

Name of Applicant _____ Name of Reference _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Telephone _____ Telephone _____

PART 2: AFFINITY MENTORING PROGRAM DIRECTOR CONTACT INFO

Laura Ward
 Affinity Mentoring
 3501 Fairlanes Ave SW
 Grandville, MI 49418
 616.406.3987

PART 3: TO BE COMPLETED BY REFERENCE

Instructions: The applicant listed above has applied to mentor a K-8th grade student with Affinity Mentoring. In order to determine the applicant’s suitability for this position, we are asking that you take a few moments to complete and return this reference form to the Affinity Mentoring Director listed above. Please use an envelope marked “*Personal and Confidential*”. Your cooperation is greatly appreciated.

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. On a scale of 1 to 5 [with 1 being a LOW rating and 5 being a HIGH rating], please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please note that.

CHARACTERISTICS RATING

Ability to work well with others	1	2	3	4	5
Personal motivation and initiative	1	2	3	4	5
Dependability	1	2	3	4	5
Trustworthiness	1	2	3	4	5
Attitude	1	2	3	4	5
Personal follow-through	1	2	3	4	5



4. Based on your knowledge of the applicant's character and background, which of the following best reflects your evaluation of the applicant's suitability as a mentor:

- Highly recommend
- Recommend
- Neutral
- Do not recommend
- Insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our program below or on a separate sheet.

Signature _____ **Date** _____

Print name and title _____

Once completed, please return this form to the Affinity Mentoring Director noted in Part 2 on the front of this form. Please use an envelope marked *Personal and Confidential*. Thank you for your assistance.