



Dear Reference,

Support and Information Line volunteers are adults who volunteer to answer confidential calls, texts, and chats from people impacted by sexual violence. After seventy hours of training, volunteers agree to work on the Sexual Assault Support and Information Line for 10 hours per month, for a minimum of six months.

As a reference, your candid evaluation of the applicant's suitability to volunteer as a Sexual Assault Support & Information Line Worker is of great importance. Of particular interest to us is your observation of whether or not the applicant follows through on commitments they make. Support and Information Line volunteers must be both willing and able to meet the challenge in what can be a demanding role. On our part, we strive to provide the education and support that is essential to our volunteers.

We therefore ask for your serious and thoughtful responses to the attached questions. We would appreciate your prompt response, as a decision on this individual's application will be on hold until all references are returned. Please note that all replies will be kept in strict confidence. Thank you for taking the time to provide this reference.

Warm regards,

Louise Owen
Volunteer and Support Lines Manager
Sexual Assault Centre of Edmonton (SACE)
volunteer@sace.ca



SEXUAL ASSAULT CENTRE OF EDMONTON REFERENCE CHECK FORM

Applicant Information

Applicant Name:

Date:

Last

First

Contact Information

Name of Reference:

Title:

Phone:

Relationship:

Length of time
known:

Reference Comments

What personal strengths and skills does the applicant have, that you feel would help them in the volunteer position they have applied for?

If possible, please provide examples of how the applicant has handled feedback, both favorable and unfavorable, in the past.

In order to perform the responsibilities required as a part of the volunteer position this applicant is applying for, they must be able to work within a team setting, show respect for other people, and have unconditional positive regard for other human beings. Please discuss the applicant's ability to meet these position requirements.

Given what has been discussed so far, and based on your personal knowledge of the applicant, would you recommend this person for the position for which they have applied?

Yes

No

Please expand on your answer:

Are there any other details you might be able to share with me about the candidates work/volunteer related characteristics that might help us in our selection decision?

Signature of Reference

Date

Thank you for your time and assistance.
Reference Checks can be returned to:
Louise Owen, Sexual Assault Centre of Edmonton
Email: volunteer@sace.ca
Fax number: 780.421.8734