



Reference Form for Volunteers & Interns

_____ (Name of potential volunteer or intern) has applied to become a volunteer with Cincinnati Museum Center at Union Terminal. As a volunteer, s/he may work directly with children, irreplaceable artifacts, valuable specimens, exhibit material or money. Thus it is our policy to check the references provided by the applicant, and we would appreciate your help in the screening process. Please answer the questions below and add any comments you wish to make about the applicant. You can be assured that the information you submit will be kept strictly confidential. Thank you for your assistance!

Name of person filling out reference form: _____

Address of referral: _____

Phone: _____ **Date:** _____

1. How long have you known this potential volunteer?

2. In what capacity have you known him/her (employer, friend, etc.)?

3. What strengths would this person bring to Museum Center?

4. Would this person have any difficulties fulfilling his/her duties as a volunteer? If so, what?

5. Is this person dependable, responsible and organized?

6. To your knowledge, does this person interact well with people?

7. Do you know of any reason why this person should *not* be considered for a volunteer/intern position with Museum Center?

8. Is there anything else you would like to share about this person?

Please return to:

Angie Smorey, Director, Volunteer & Intern Services, Cincinnati Museum Center

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