



cleanwaterforhaiti.org

Clean Water for Haiti Support Staff Employer Reference

Instructions:

1. Fill in your personal information where required by clicking on the highlighted text boxes, then save to your computer.
2. Email the form with your information to a current or former employer (within the past 3 years). This person must be a non-family member over the age of 18.
3. Your reference will fill out the form and return it to our office to add to your application file.

Please note that we cannot finalize processing your application until all references have been received.

To Whom It May Concern,

The applicant named below is asking that you act as a reference on their behalf as they apply to join our Support Staff at Clean Water for Haiti. We are a humanitarian mission/development organization that works to provide the people of Haiti with access to clean water at the household level. For more information about what we do, please visit our website at www.cleanwaterforhaiti.org.

This reference is for:

Name:

Email Address:

Position they are applying for:

Haiti can be a very difficult country to live in and because you have provided oversight to the applicant your insight is valuable to us. Please answer the following questions honestly and candidly. All information that you provide with us will be kept confidential. For the benefit of the applicant we also ask that you return this reference as soon as possible so we can process their application quickly. Completed reference forms should be returned to **Leslie Rolling** at office@cleanwaterforhaiti.org.

Thank you for your time and consideration,

Chris & Leslie Rolling
Clean Water for Haiti Directors

This reference is being completed by:

Name:

Name of business/organization:

Email:

Phone Number:

Date completed:

- 1. How long did the applicant work for you, and what position did they hold while under your employ? What duties did they perform while in this position?**

- 2. How would you describe the applicants ability to demonstrate responsibility while under your employ?** Examples would include their ability to be on time, to manage their time, whether they were self-directed and took initiative, ability to manage delegated tasks well, etc.

- 3. How would you describe this person's character? How did you see this demonstrated in the work they were doing?**

- 4. What are some of this individual's strengths and the greatest contributions they made to your business or organization? What areas do you feel they are working on and developing?**

5. **In your experience, how does this person respond to correction or when being confronted about an issue? When needed, do they take initiative to address issues with others?**

6. **As a member of our Support Staff this person will be privy to confidential information and will be handling organizational funds. Do you have any reservations about their ability to maintain confidentiality or to be working with organization resources?**

7. **Do you have any reservations about this person being able to support and maintain the reputation and integrity of the organization and its leadership through their conduct and/or speech?** (An example would be a concern that this person might vent frustrations about a leadership decision outside the organization and not addressing it appropriately with those involved.)

8. **Haiti has a reputation of being a very challenging country to live and work in. How do you feel this person will do living and working in a cross-cultural setting, and dealing with the challenges that arise?**

Is there anything else that you would like to share with us about the applicant?

Thank you for your time and thoughtful responses. We very much appreciate your assistance in helping us to find the best people to join our Support Staff.