



**Return to:**  
 Staff Director  
 Legacy International  
 1020 Legacy Drive  
 Bedford, VA 24523 U.S.A.  
 ph (540) 297-5982 / fax (540) 297-1860  
 E-mail: staff@legacyintl.org

**REFERENCE FORM**  
*Arabic Language Institute*

**Please return promptly. Hiring decisions cannot be made until we have received this reference form.**

**Staff Applicant:** Please fill in the blanks in the line below and give this form to a current or former employer, teacher, or someone who knows you very well. *(A current or former employer is highly recommended.)*

**To Whom It May Concern:**  
 \_\_\_\_\_ (applicant's name) has applied for a temporary position as a Group Leader/Escort for *Legacy International's Arabic Language Institute*, which takes place in Morocco, June 10 - July 30, 2008. Leaders have responsibility for the welfare of a diverse group of U.S. high school students who will live with host families in Morocco. The leader works to facilitate the participant's cross-cultural and home stay experience. This position is one that places strenuous demands on the applicant's physical, emotional and intellectual resources.

We appreciate your frank appraisal of this candidate's ability to provide effective leadership in this capacity. Please comment freely and include any pertinent information that might help us in our evaluation. We understand that everyone has strengths and weaknesses, and feel that our working relationship with the candidate will greatly benefit if we are aware of areas in which the candidate excels and areas in which the candidate may require assistance. In this way we can make staffing assignments compatible with the candidate's needs and potential.

*Please note:* This form is intended to facilitate the task of reference writing. If you prefer to write a letter rather than complete this form, please do so. You may leave questions unanswered if your knowledge of the candidate does not qualify you to answer. Please type or print. ----- Thank you for your time.

1. How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_  
 Is the applicant related to you? \_\_\_\_\_ Have you employed this applicant? \_\_\_\_\_ How long? \_\_\_\_\_  
 In what capacity? \_\_\_\_\_

2. How well does the person speak Arabic?

3. How would you rate the applicant on the qualities listed below? (Place an X in the appropriate column.):

QUALITY / RATING	Always	Usually	Sometimes	Rarely	Never	N/A
Displays positive attitude and a sense of humor						
Demonstrates an ability to manage emergency situations						
Demonstrates sound decisions-making / judgment						
Shows leadership in areas of competence						
Exhibits honesty & dependability						
Shows concern, respect & tolerance for others, in particular, those of different ages, backgrounds & culture						
Demonstrates self-confidence & emotional stability						
Adapts well to new situations or sudden changes in circumstances						
Able to handle awkward or embarrassing situations						
Works well with others; cooperative						
Responsibility						
Demonstrates personal integrity						

Please use this space to elaborate on any of the above:

4. If the applicant is / was an employee:

- o Did he / she learn the job easily and readily? **Yes**  **No**
- o Did he/she work independently (without regular supervisions required)? **Yes**  **No**
- o Did he/she function appropriately in pressure situations? **Yes**  **No**
- o Would you rehire this person? **Yes**  **No**  Why or why not? \_\_\_\_\_

5. Do you think this person understands and relates well with teens? What have you observed?

6. Discuss your observations of the applicant in group situations. Is the candidate looked to for guidance? Resented by some? Does the applicant initiate discussion? Help others communicate?

7. How would you describe the applicant's leadership style, emphasizing strengths and weaknesses?

8. What qualities does the applicant possess which will enable him/her to facilitate the responsibility of group leadership?

9. How would you classify this candidate as a potential group leader for an international travel program?

- Excellent, should receive top priority
- Very good, should be among those considered
- Good, but does not stand out over others at the same level
- Perhaps should mature another year before considering
- I do not recommend this person for your program

References may be contacted to verify information.

Reference's Name (printed) \_\_\_\_\_

Position: \_\_\_\_\_ Phone \_\_\_\_\_  
Please include area code or country code

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Number, street, apartment or suite

\_\_\_\_\_  
City State Postal Code Country

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

Thank you for providing this reference. Please return it to the applicant in a sealed envelope with your signature across the seal, or directly to Legacy International by mail or fax.

<b>For office use only</b>	
Left message	_____
	<small>Date/initials</small>
Left message	_____
	<small>Date/initials</small>
No Answer	_____
	<small>Date/initials</small>
No Answer	_____
	<small>Date/initials</small>
Confirmed	_____
	<small>Date/initials</small>