



**Santa Barbara County Education Office**  
 3970 La Colina Road, P.O. Box 6307, Santa Barbara, California 93160-6307  
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**Service and Leadership** • [www.americorpstutors.org](http://www.americorpstutors.org)  
**Getting Things Done**



AmeriCorps Recruitment e-mail: [applecorps@sbceo.org](mailto:applecorps@sbceo.org)

[www.americorpstutors.org](http://www.americorpstutors.org)

## AmeriCorps, Santa Barbara County Reference Form

AmeriCorps Applicant Name: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Address: \_\_\_\_\_

**TO THE PERSONAL REFERENCE:**

Our AmeriCorps Program focuses on literacy/reading tutoring. Members receive a modest living allowance, and an education award when the term of service is successfully completed. (Full-time members also receive health benefits). The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of our program depends in large part upon an appropriate match between the candidate and the program, so we thank you in advance for helping us learn more about this person. **Note: Because this is a federal program that requires original signatures, we do need you to mail the original document to our office.**

PLEASE FILL OUT AND RETURN TO: **Tom Spadoro, Program Specialist**  
 Santa Barbara County Education Office  
 P.O. Box 6307 Santa Barbara, CA 93160-6307  
 Fax: (805) 682-9016 (must still MAIL ORIGINAL)  
 805-964-4710, x 4405

Reference Name: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity? Please be specific about ways you have observed the candidate at work or in relationship to others. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Describe the applicant's work performance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How competent is this applicant as a candidate for a paraprofessional reading/tutoring position in an elementary or junior high school? Have you observed the applicant working with young people? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe how well the applicant works and communicates with people from different backgrounds?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you believe the applicant can be flexible and creative enough to live on a limited income (\$14,000 living allowance for 11 months of full-time service OR \$7,500 for part-time service)? How or why?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is there any reason you are aware of that might prevent the applicant from performing any of the duties or completing this school-year long commitment (i.e. health, travel, family responsibilities, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please describe how punctual and responsible the candidate is with paper work. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall observations or insights: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature/ Date