

FORT WAYNE ZOO ADULT VOLUNTEER

Recommendation Form

Applicant: Please have this form completed by a person 18 years of age or older- not related to you.

(Applicant's Name) _____ has applied for a volunteer position at the Fort Wayne Zoo. This will require a commitment of at least 1 year with 30 hours of shift service. Please answer the following questions as thoroughly as possible and return this form in a timely manner.

1. How long have you known, and what is your relationship to, the applicant?

2. Circle the number that best describes the applicant for the following qualities (1 = never and 5 = always). Please comment as appropriate:

	Never	Sometimes			Always	Comments:
	1	2	3	4	5	
Will carry out tasks dependably	1	2	3	4	5	
Arrives on time for assignments	1	2	3	4	5	
Listens attentively	1	2	3	4	5	
Follows directions	1	2	3	4	5	
Can be trusted to work without close supervision	1	2	3	4	5	
Dresses neatly & appropriately	1	2	3	4	5	
Shows a positive attitude and is pleasant to be around	1	2	3	4	5	
When working on a team is co-operative and shows leadership	1	2	3	4	5	
Adapts easily to changing circumstances	1	2	3	4	5	
Communicates clearly to both adults and children	1	2	3	4	5	

3. How would you describe the applicant's willingness to learn?

4. Is the applicant self-motivated and disciplined? Provide examples if possible.

5. Please describe how the applicant interacts with people in general.

6. What can you tell us about the applicant that might assist us in determining his/her qualifications?

Applicant's Name: _____

Your Name: _____

Your Address: _____

Your Phone: _____

Your E-mail: _____

Thank you for your time and assistance. Please return the completed form via mail,
email, or fax to:

Volunteer Programs Manager
Fort Wayne Zoo
3411 Sherman Blvd.
Fort Wayne, IN 46808
Tel: (260) 427-6800 EXT. 302
Fax: (260) 427-6820
Email: volunteer@fwzoo.com