

Confidential Reference Form for CISV Leadership / Staff Position

(The only official text for this form is this English edition)

1. Applicant's information (To be filled in by applicant)

Given name			
Surname			
Number & street			
Town / city			
Area / state / province			
Country		postcode / zip code	
	country code	area code	number
Telephone	+		
Mobile phone	+		
Email			

The applicant is seeking appointment as (tick correct position below):			
Programme Director	<input type="checkbox"/>	International staff	<input type="checkbox"/>
Leader	<input type="checkbox"/>	Junior staff/leader	<input type="checkbox"/>
In the following CISV programme:			
To be held in (indicate host CISV country):			
Applicant has provided CISV programme and leadership role description to Reference (Indicate Yes or No)			

The reference is asked to please send the completed form to (please indicate contact name and details needed for the person who must receive the completed reference form).

2. For reference to complete

Dear reference, the person named above has applied for a volunteer leadership position in a CISV programme. He / she will work with international youth from several nations and cultural traditions. During the CISV programme, the applicant will serve as a role model in our peace education activities and work to create an environment where cross-cultural friendships and international cooperation are possible. The applicant will be in a position of trust as friend, educator and guardian of the youth participating in the CISV programme noted below. (CISV programme and position description describing the duties relative to this application have been attached by the applicant.) Please complete the form in English for international positions or, it can be in the language of Applicant for a position in that person's own country. CISV programme officials, the parents and the participating youth thank you for your assistance in selecting appropriate personnel for CISV's international peace education programmes. **Your response will be treated as private and confidential and destroyed as provided by law.**

As a guide for the reference, CISV does not consider persons exhibiting the following behaviour to be appropriate for a position of leadership: alcohol / drug abuse, serious criminal convictions, dishonesty, emotional or behavioural disturbance, prejudice, sexual abuse, violence, lack of self-control, intolerance, or the inability to appropriately deal with stress.

Reference is a member of CISV (Indicate Yes or No)			
Reference has known the Applicant for		years	
Reference sees / communicates with the applicant (tick appropriate box):	often	sometimes	seldom
Reference's relationship with applicant (tick appropriate box)			
Work supervisor	<input type="checkbox"/>	Teacher/professor	<input type="checkbox"/>
Family friend	<input type="checkbox"/>	Personal friend	<input type="checkbox"/>
CISV member	<input type="checkbox"/>	Co-worker	<input type="checkbox"/>
		NA/Chapter CISV Official	<input type="checkbox"/>
		Student	<input type="checkbox"/>
		Other (please specify)	<input type="checkbox"/>

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Name of applicant:	
Position applied for:	

In my opinion, CISV would / would not (strike out or delete as appropriate) benefit by having this applicant in a position of responsibility in its cross-cultural and international peace education programmes for the following reasons:

Special skills or other comments

Declaration:

To the best of my knowledge, the information I have provided about the applicant is true, accurate and complete. I am not aware of past/present behaviour by the applicant that would disqualify him/her from working with international youth, acting as an appropriate role model or functioning in a position of trust with CISV.

Reference's signature	
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(day / month / year)

Confirmation of previous reference:

Please sign here if you have provided the above reference for this applicant before and are confirming that what was said in the previous Reference remains true and that your opinion on the matter has not changed.

Reference's signature	
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(day / month / year)