



# Teen Volunteer Recommendation

Thank you for taking the time to complete this applicant's recommendation for a volunteer position at Discovery Cube Los Angeles. Your input is very important to us and to the application process. **In order to ensure that all recommendations remain confidential, please complete this form and return this to the applicant in a signed, sealed envelope.** For any questions, please contact the Volunteer Services Department at [volunteerLA@discoverycube.org](mailto:volunteerLA@discoverycube.org) or [714.913.5028](tel:714.913.5028).

We welcome any additional information or documentation to supplement this recommendation from. Please include any additional items with this form. Thank you!

Applicant Name: \_\_\_\_\_

Recommender Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Number: \_\_\_\_\_

1. In what capacity do you know the applicant? \_\_\_\_\_

2. How long have you been acquainted with the applicant? \_\_\_\_\_

3. How would you describe the applicant's personality? \_\_\_\_\_

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

4. What are this applicant's strengths? \_\_\_\_\_

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

5. Are there any areas of improvement you think this applicant should work on? \_\_\_\_\_

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

6. Would you recommend this applicant to work with the general public including kids? \_\_\_\_\_

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

Please rate the applicant in the following categories:

Reliability:	Attitude:	Work Ethics:	Professionalism:
<input type="checkbox"/> Not always reliable.	<input type="checkbox"/> Not positive or enthusiastic.	<input type="checkbox"/> Sometimes performs tasks when asked.	<input type="checkbox"/> Does not understand or follow policies and procedures.
<input type="checkbox"/> Sometimes reliable.	<input type="checkbox"/> Sometimes positive and enthusiastic.	<input type="checkbox"/> Performs tasks only when asked.	<input type="checkbox"/> Occasionally violates policies and procedures.
<input type="checkbox"/> Mostly reliable. Generally fulfills commitments. Sometimes needs reminders.	<input type="checkbox"/> Mostly positive and enthusiastic.	<input type="checkbox"/> Performs tasks well. Willing to help with a smile and usually proactive.	<input type="checkbox"/> Understands and follows policies and procedures.
<input type="checkbox"/> Very reliable. Always on time and fulfills commitments. Never needs reminders.	<input type="checkbox"/> Always positive and enthusiastic, even in the face of challenges and stressful situations.	<input type="checkbox"/> Performs tasks quickly and well. Willing to help with a smile and always proactive.	<input type="checkbox"/> Understands and follows policies and procedures. Sometimes encourages others to excel.
<input type="checkbox"/> Extremely reliable. Always on time and fulfills commitments. Never needs reminders. Also encourages others to fulfill commitments.	<input type="checkbox"/> Always positive and enthusiastic, even in the face of challenges and stressful situations. Works hard to encourage others to also be positive and enthusiastic.	<input type="checkbox"/> Performs tasks quickly and well. Willing to help with a smile and always proactive. Always willing to go the extra mile.	<input type="checkbox"/> Understands and follows policies and procedures. Is a leader and always encourages those around them to excel. Always behaves in a professional way.

7. Is there anything else you would like to share with us about this applicant? (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Would you like us to contact you about this applicant?  YES  NO

\_\_\_\_\_  
Recommender Signature

\_\_\_\_\_  
Date

*Thank you! Please feel free to contact us with any questions about our Volunteer Program.  
Discovery Cube Los Angeles  
Volunteer Services  
volunteerLA@discoverycube.org*