



## CONFIDENTIAL MAIL-IN VOLUNTEER REFERENCE CHECK

\_\_\_\_\_ has applied for a volunteer position with the Court Appointed Special Advocates (CASA) Program of Maine and has given your name as a reference.

Please take a few moments to provide us with the following information and fax or mail this back to us ***within 7 days***. **All information will be kept strictly confidential.**

YOUR NAME: \_\_\_\_\_  
 YOUR WORK: \_\_\_\_\_  
 YOUR E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 RELATIONSHIP TO VOLUNTEER CANDIDATE: \_\_\_\_\_

*CASAs are advocates for children who are involved in the child protection system because of abuse and neglect by their parents and/or guardians. The job includes working with children, communicating with the parents/guardians, interviewing professionals, attending court hearings, and most importantly, dealing with very sensitive subject areas. The job requires the person to conduct a thorough investigation and to objectively advise the judge, both in writing and orally at court, what is in a child’s best interest. Keeping that description in mind, would you please answer the questions below?*

In what capacity, if any, have you observed the applicant interacting with children? \_\_\_\_\_  
 \_\_\_\_\_

How does the applicant relate to children?: \_\_\_\_\_  
 \_\_\_\_\_

The following is a list of qualities. Please rate the candidate as “Excellent,” “Good,” or “Poor,” or check the last column if you don’t know the answer.

	EXCELLENT	GOOD	POOR	DON'T KNOW
Understanding of Children				
Reliability/Dependability				
Flexibility				
Responsibility				
Exercises Good Judgment				
Lack of Bias				
Self-Esteem				
Empathy Toward Others				
Emotional Stability				
Working with Other Adults				
Ability to Organize				
Sense of Humor				

Please share your impression and knowledge of the applicant's qualifications for the position by using specific examples where possible.

1. How would you rate the applicant's ability to advocate for abused and neglected children?

- Excellent
- Good
- Fair
- Poor

2. How well does the applicant work with people who are developmentally disabled, non-traditional, and/or from different cultural, religious or economic backgrounds?

- Very Skilled
- Adequately Skilled
- Poorly Skilled

3. Would you recommend this person as a CASA volunteer?

- Yes
- No

4. What, if any, would be your concern(s) about this person given the job description of a CASA volunteer? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date: \_\_\_\_\_, 20

Thank you! We appreciate your assistance in helping CASA select the best-qualified people to serve in volunteer roles.

**Please return this form to:**

**CASA  
171 State House Station  
Augusta, ME 04333-0171**

***or e-mail to:* [casa@courts.maine.gov](mailto:casa@courts.maine.gov)**