



# THE FOURSQUARE CHURCH

## Reference Check - Helpful tips

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### Email or Call References

You can choose to email the forms to references, or call. If you choose to call, you can use the scripts below.

### Script for Phone Call - Personal Reference

Hello, my name is \_\_\_\_\_ (your first and last name) with \_\_\_\_\_ (name of church). \_\_\_\_\_ (the applicant's first and last name) has applied for a position with us and said you would be a good person for us to talk with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that \_\_\_\_\_ (the applicant's name) has applied for a position working with (children/youth), and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

### Script for Phone Call - Professional Reference

Hello, my name is \_\_\_\_\_ (your first and last name) with \_\_\_\_\_ (name of church). \_\_\_\_\_ (the applicant's first and last name) has applied for a position with us and said you would be a good person for us to talk with about his/her previous work habits. Do you have a few minutes to talk with me now? I would like to start by letting you know that \_\_\_\_\_ (the applicant's name) has applied for a position working with (children/youth), and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

### CONCERNING RESPONSES FOR FOLLOW-UP

- References were reluctant to participate in interview.
- References did not know the applicant well.
- References have short-term relationships with the applicant.
- References refused to answer particular questions.
- References' information differed from the applicant's.
- References described applicant as having high-risk characteristics.
- References were evasive.
- References reported specific concerns about the applicant.
- Possible follow-up may include contacting your senior leaders for guidance, asking for additional references, etc.

*Reference checks should be kept by the church permanently.*