



## CONFIDENTIAL REFERENCE FORM

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**Name of Applicant**

**Reference Name (Your Name)**

**Reference E-mail address**

**Reference Contact Phone Number**

Thank you for answering the following questions as they relate to your knowledge of the above named applicant.

**How long have you known this person?**

**In what capacity?**

Do you know this person on a:

one on one basis

small group basis (1-29)

medium group basis (30-99)

large group basis (100+)

If you employed the applicant, would you rehire them?

Yes

No

In your relationship with the applicant have they been involved in any programs involving adults or children?  
If yes, please describe their involvement?

Please mark the appropriate circle based on your experience with the applicant.

	Poor	Marginal	Fair	Average	Above Average	Excellent	Unknown
Teachable							
Promptness							
Follows Instructions							
Outgoing							
Emotional Balance							
Capacity to Work with Children							
Fulfills Obligations							
Sense of Humor							
Follow-Through Ability							
Energetic							
Trustworthy							
Gets along with Others							
Tact							
Leadership Abilities							
Friendly							
Moral Reputation							
Truthfulness							
Respectful							
Responsible							
Flexibility							
Dependability							



If possible, please comment on the applicant's spiritual life.

Assess the applicant's ability to work in a group setting - is he/she a team player? Can he/she follow the rules?

What words or phrases immediately come to mind when describing the applicant?

Would you completely trust this individual to guide and care for your child in a one-on-one setting?

Yes          No

To your knowledge, has there been any reports involving misconduct with vulnerable adults or children against the applicant?

Yes          No

If yes, please describe the report?

I would:

Strongly Recommend	Recommend
Recommend with some reservations	NOT Recommend

What specific reason would you give for hiring or not hiring this applicant?

I agree that the above statements are true to the best of my knowledge.

Yes          No

Signature: