

Employee/Volunteer Reference Check

This form is used to record information gathered during an interview with a reference provided by a prospective employee or volunteer as part of our screening process.

<i>Interview Information</i>		
1. Interviewer name (Please Print)	2. Type interview (In person, phone...)	3. Interview Date

<i>Applicant and Reference Information from Employee or Volunteer Application</i>	
1. Applicant name	
2. Reference name	3. Reference phone number

<i>Information from Interview</i>
1. What is your relationship to the applicant?
2. How long have you known the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant's general personality?
5. How would you describe the applicant's ability to relate to children and/or youth?
6. How would you describe the applicant's ability to relate to adults?

Employee/Volunteer Reference Check (Continued)

Applicant Name:

7. How would you describe the applicant's leadership abilities?

8. How would you feel about having the applicant as an employee or volunteer with your child and/or youth?

9. Do you know of any characteristics or circumstances that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

11. Are there any other comments you would like to make?

Signature of Interviewer