



Personal Reference Check Questionnaire

I. **Introductory Comments:** Staff should briefly cover the following in requesting that the reference consent to a discussion of the applicant:

- Their name and position, program and organization
- Applicant requested that we call you to verify some information about a volunteer position
- Applicant has given permission for you to provide full and honest information
- Conversation will probably take about 10 minutes and can be conducted at their convenience
- Information given will be kept confidential

| | |
|---|--|
| How long and in what capacity have you known the applicant? | |
| How does the applicant relate to people in general? | |
| How would you describe the applicant? | |
| Do you feel that the applicant would be a good mentor and role model to a child? | |
| Do you think that the applicant relates well to children and young people? | |
| Does the applicant usually keep his/her commitments? | |
| Is he/she on time for appointments and events? | |
| To your knowledge, has the applicant ever been convicted of a crime? | |
| Do you know of any problems or issues that would affect the applicant's ability to work with a child? | |
| Would you feel comfortable allowing the applicant to spend time alone with your child? | |
| Do you have any additional comments about the applicant? | |

See back for additional interviewer comments.

Interviewer Comments:

Office use:

III. Reference Checker Comments

Name of Reference Checker: _____

Recommended Action: *(Check one)*

- Hire/Place
- Second Interview
- Refer to another program
- Not suitable for this organization at this time

Note: If "refer" or "not suitable", please provide explanation of red-flag or informed intuition and forward to your program manager.

Comments: _____

