



# 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:**

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*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: \_\_\_\_\_  
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