



Documentation of Reference Check

Youth/Children Worker or Volunteer

Applicant Name: _____

Reference Name: _____

Date of Contact: _____

Method of Contact and Contact Information:

Telephone: _____

E-mail: _____

Other: _____

Reference Check Type (check one):

Former Employer

Personal

Former Volunteer

Other Organization (please specify): _____

How long have you know the applicant? Under which circumstances?

What is your knowledge of this person's work with children/youth?

How would you describe this person's manner of interacting with children/youth?

Based on your observation, is this person reliable and dependable?



Would you feel comfortable with this person being alone with a small group of children/youth for a period of time? Why or why not?

Do you have any concerns we should know about regarding this person's ability to work with children/youth?

Were you ever made aware of circumstances in which this person's care of children/youth was called into question or criticized? If yes, please describe the circumstances.

Were you ever made aware of any criminal or civil investigations or actions taken against this person? If yes, please describe the circumstances.

Do you recommend this person to work with children/youth? Why or why not?

Is this person eligible to work with your organization's children again in the future? If no, why not?

Additional notes or comments:

Signed (person checking reference): _____

Printed Name: _____ Date: _____