ØSafeChurch [®]	Employee Reference Check Sample
Applicant Name:	
Reference Name:	
Date of Contact:	
Method of Contact: Telephone] E-mail 🗌 Letter
Reference's Contact Information: (phone number or e-mail or street add	dress)
	er 🗌 Former Volunteer 🔲 Personal
Organization:	
How long have you known the	applicant? Under what circumstances?

• What is your knowledge of this person's work?



• How would you describe this person's manner of interacting with others?

• To your observation, is this person reliable and dependable?

• Were you ever made aware of any complaints or concerns about this person's conduct on or off the job? If yes, please describe the circumstances.

• Do you recommend this person to work with _____(modify as needed for position)? Why or why not?

• Is this person eligible for re-hire at your organization? If no, why not?

Additional Notes/Comments:

Signed (Person checking reference): _____

Printed Name:

Date: _____

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