

## Reference Check Form

*The questions below can be asked of an applicant's references to provide more information on his/her background and credentials. Questions can be removed, or additional questions can be added based on the appropriateness to the position. Answers should be documented and added to the applicant's record.*

<b>Applicant Name:</b>	
<b>Name of Reference:</b>	
<b>Interviewed By:</b>	<b>Date:</b>

- 1) How long have you known the applicant?
  
- 2) In what capacity?
  
- 3) What are the applicant's strengths?
  
- 4) Is the applicant reliable?
  
- 5) Does the applicant work well with children?
  
- 6) Does the applicant communicate well with children and adults?
  
- 7) Is the applicant ethical?
  
- 8) Is there anything you feel we should be aware of in accepting this person?
  
- 9) We are considering \_\_\_\_\_ for \_\_\_\_\_; would you recommend him/her for this position?