

# Sample Form for Reference Check

*\*This is a sample form. Please tailor your congregation's form to comply with your congregation's Safe Sanctuaries policies.*

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference address: \_\_\_\_\_

Reference phone number: \_\_\_\_\_

Reference email address: \_\_\_\_\_

What is your relationship to the applicant?

How long have you known the applicant?

How well do you know the applicant?

How would you describe the applicant?

How would you describe the applicant's ability to relate to children and/or youth?

How would you describe the applicant's ability to relate to adults?

How would you describe the applicant's leadership abilities?

How would you feel about having the applicant as a volunteer worker with your child and/or youth?

Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.

Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

Please list any other comments you would like to make.

Reference inquiry completed by \_\_\_\_\_ (Sign/Date)