

Telephone Reference Check Form

Hello, I am _____ with ORGANIZATION. _____ has given us your name as a reference to verify his/her character and ability to work at ORGANIZATION. This call will be kept confidential and used only to determine _____ ability to work in the area that he/she has requested. _____ will be working in _____ department as a _____. He/she will be working with _____. If you have time, I would like to ask you a few questions to help us determine their potential success with this program.

Staff /Volunteer's Name

Staff Making Call

| | Reference #1 | Reference #2 | Reference #3 |
|---|--------------|--------------|--------------|
| Phone Number | | | |
| Reference's Name | | | |
| Date | | | |
| How long have you known _____? | | | |
| In what capacity? | | | |
| Have you observed him/her working with _____? | | | |
| What type of environment did you observe? | | | |
| The applicant will be working directly with children. Do you see this as an appropriate position for _____? | | | |
| Any other information you'd like to share that will help us assess capabilities. | | | |
| Is he/she eligible for rehire? | | | |

Comments: