

## Telephone Reference Check Form

Hello, I am \_\_\_\_\_ with the Boys & Girls Club. \_\_\_\_\_ has given us your name as a reference to verify his/her character and ability to work at the Club. 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	Family Reference*
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 _____?			
Is there any other information you'd like to share that will help us assess capabilities?			
Is he/she eligible for rehire?			

*\*Family reference checks are an important component of abuse prevention. Requesting at least one reference from a family member can help uncover additional information that may not become apparent from professional references only.*