

TELEPHONE REFERENCE

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 in the Boys & Girls 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

Reference #3

	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 info you'd like to share that will help us assess capabilities.			
Is he/she eligible for rehire?			

Comments: