

## New Employee/Volunteer Reference Form

Name of applicant	
Name of reference	

As part of our ongoing commitment to Safe Environments at our parish, we ask our volunteers and employees to provide references. This is done to assure the safety of the children, youth, vulnerable adults, volunteers and employees in our parish. The information gathered from this process stays in a confidential file in our parish and is not shared with any outside organizations or institutions.

The *applicant* is interested in working/volunteering at *this parish* in the role of \_\_\_\_\_ and has been asked to provide the name and contact information of references. This person has given us your name and contact information. Are you willing to participate in this process?

What is your relationship to this person?	
How long have you known this person?	
How would you describe their suitability for the role previously stated?	
How would you describe the candidate's personality and temperament?	
What would you identify as this person's strengths?	
What if anything would you suggest may be areas for improvement?	
How well does this person work as part of a team?	
Would you recommend this person for this role in our parish? Please explain:	

On a scale of **1 -very little** to **4-very much**; how much does this person exhibit these traits? (*Circle one*)

Dependable	1	2	3	4
Trustworthy	1	2	3	4
Honest	1	2	3	4
Deals well with stress	1	2	3	4
Good team player	1	2	3	4
Role model for others	1	2	3	4
Emotional stability	1	2	3	4
Dedicated	1	2	3	4
Respects confidentiality	1	2	3	4
Respects children/youth	1	2	3	4
Respects the elderly	1	2	3	4
Respects disabilities	1	2	3	4

Reference check completed by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

The reference check must be reviewed by the pastor or Safe Environment Coordinator. Review completed by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*If you require more space, please use the back side of this form.*