

Professional Reference Form: Staff Working With or Around Children

Name of Candidate: _____ Date: _____

Name of Employer: _____

Address: _____ Phone Number(s): _____

Name and Title of Reference: _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____ Eligible for Re-hire: Yes ___ No ___

Hello, my name is (your first and last name) with Greater Wichita YMCA, (applicant's first and last name) has applied for a position with us and has listed you as a professional reference and as someone who would be able to tell us about their previous work with children. Is this a good time for you to talk with me?

I would like to start by letting you know that (the applicant's name) has applied for a position working with children, and so it is extremely important for us to make sure that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known (the applicant's name)?
2. How do you know (the applicant's name)?
3. How would you rate applicant's ability to learn new information and skills?
____Above satisfactory ____Satisfactory ____Below satisfactory
4. Can you give me an example of when the applicant was able to learn something new and use it?
5. We are looking for someone who will adhere to the standard policies of our organization. How would you rate the applicant's ability to follow rules?

____Above satisfactory ____Satisfactory ____Below satisfactory

6. How would you rate the applicant's ability to work with and relate to other adults?

___Above satisfactory ___Satisfactory ___Below satisfactory

7. Have you have observed the applicant working with children? ___Yes ___No

8. If yes, how would you rate the applicant's ability to relate to children?

___Above satisfactory ___Satisfactory ___Below satisfactory

9. Can you give me an example of how the applicant relates to children?

10. With what types of children have you observed the applicant working well (enjoying the work, being effective with the children)?

11. With what types of children have you observed the applicant not working well (becoming frustrated, angry, resentful or non-productive)?

12. Are you aware of any reason why we should not allow this applicant to work with children?

13. How would you rate the applicant's ability to use good judgment in normal conditions?

___Above satisfactory ___Satisfactory ___Below satisfactory

14. How would you rate the applicant's ability to use good judgment in stressful conditions?

___Above satisfactory ___Satisfactory ___Below satisfactory

15. Can you give me an example of when the applicant used good judgment?

16. Do you have any additional comments or questions?

Thank you very much for your time.

Interviewer's Name and Signature

The original copy of this form must be submitted to HR with the new hire packet.

Professional Reference