

Standard Form for Confidential Character &/or Performance References

(Interview to be carried out by phone or in person and this form completed by the interviewer)

Volunteer or Applicant	
Name:	Position:

Reference	
Name:	Relationship:
Phone:	Other contact information:

Where possible, the reference should be interviewed by telephone. Begin the interview by introducing yourself and explaining the purpose of the call. You should say something like:

[Name of Volunteer/Applicant] has supplied your name as a reference. This position involves interaction with children, adolescents and/or vulnerable persons. Your frank confidential assessment of his/her suitability in the following categories is appreciated.

How well do you know the candidate?: well () somewhat () very little ()
How would you describe his/her moral character?
Would you describe her/him as reliable?
How would you describe his/her ability to work with others?
Would you recommend this person for this position?

(Please use other side if you need more space)

Name of interviewer: _____

Date of interview: _____

Amended by the College of Consultors on 25 October 2016