

## 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)

<b>Volunteer or Applicant</b>	
Name:	Position:

<b>Reference</b>	
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: \_\_\_\_\_