

Reference Check - Appendix F

Date: _____ Person Contacted: _____

Volunteer: _____ Phone No. 1 _____

Ministry or Program: _____ Phone No. 2 _____

Position Title: _____ Relationship: _____

Contacted by: _____

The Volunteer was informed that this Reference will be contacted.

Introduction: Your name and the purpose of the call.

Suggested remarks: “We are using reference checks as part of the assessment for this applicant to serve as a volunteer [or volunteer leader] in a ministry or program [name] of the [office, parish, camp, other approved organization, NTC or SJS]. Would you mind answering a few questions? Is this a convenient time for you or would it be better if I called back later?”

Please use additional sheet as required.

Questions:

1	Did [Name of Volunteer] ask you to be a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, do you wish to continue with the call?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	How long have you known [Name]?	From – To (month/year)
3	In what capacity?	
4	If work or ministry related, what was the position and associated duties?	
5	How would you describe the applicant’s ability to maintain appropriate boundaries or relationships with children/youth/vulnerable persons?	
6	Would you speak to the efficiency and quality of his or her work?	
7	How much supervision did [Name] require?	
8	Was [Name] willing to accept responsibilities?	
9	What are [Name]’s strengths/qualities?	
10	What would be some areas of improvement – skills, personal traits?	
11	Do you feel [Name] is suitable to work with children, youth or vulnerable persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	If work or ministry related, would you welcome [Name] back to work or serve again in this ministry?	<input type="checkbox"/> Yes <input type="checkbox"/> No