

## REFERENCE QUESTIONNAIRE FOR APPLICANT TO WORK WITH MINORS

Name of Applicant:

Instructions: The applicant shown above has applied for a volunteer position in our church. In order to determine the applicant's suitability for this position, we ask that you take a few moments to complete and return this reference form to the church. The term "minor" refers to any person who has not yet reached his/her 18<sup>th</sup> birthday. Please remember to sign and date this form. Thank you for your assistance.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity do you know the applicant? \_\_\_\_\_

3. To your knowledge, has the applicant worked with minors before?

Yes If Yes, how long? \_\_\_\_\_

No

4. Have you personally observed the applicant working with minors?

Yes If Yes, what observations can you provide regarding this person's abilities to work with minors?

No \_\_\_\_\_  
\_\_\_\_\_

5. To your knowledge, has the applicant ever been charged with, convicted of, or pleaded guilty to the abuse or molestation of a minor?

Yes If Yes, explain \_\_\_\_\_

No \_\_\_\_\_

6. Do you know of any reason why the applicant should not be allowed to work with minors?

Yes If Yes, explain \_\_\_\_\_

No \_\_\_\_\_

7. Would you recommend the applicant be allowed to work with minors?

Yes

No If No, why not? \_\_\_\_\_  
\_\_\_\_\_

8. Are you aware of any facts demonstrating that the applicant's volunteer service should be restricted?

Yes If yes, explain \_\_\_\_\_

No \_\_\_\_\_

9. Please add any additional comments below or on the other side: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCE QUESTIONNAIRE FOR APPLICANT TO WORK WITH MINORS

10. Please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please leave it blank.

Please rate the applicant on each characteristic below:	<b>Rating</b> <small>Poor                      Excellent</small>	<b>Comments</b>
Works Well with Others	1   2   3   4   5	
Personal Motivation and Initiative	1   2   3   4   5	
Dependability	1   2   3   4   5	
Trustworthiness	1   2   3   4   5	
Attitude	1   2   3   4   5	
Religious Commitment	1   2   3   4   5	

11. Based on your knowledge of the applicant's character and background, which of the following best reflects your evaluation of the applicant's suitability for a position in our church?

- Highly Recommend
- Recommend
- Neutral
- Do Not Recommend
- Insufficient Knowledge to Form an Opinion

12. Please provide any additional comments concerning the suitability of this applicant for a position in our church below or on a separate sheet.

13. Please provide the Name, Address and Phone of anyone else we should contact as a reference for this applicant's suitability:

---



---



---



---

\_\_\_\_\_  
Signature of Person completing this reference  
(reference)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date