

## Reference Check Form

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Name of volunteer applicant: \_\_\_\_\_  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Name of reference: \_\_\_\_\_ Telephone number: \_\_\_\_\_

### I. Introductory Comments

Briefly cover the following in requesting that the reference consent to the discussion of the applicant:

- Your name
- Name of agency
- Applicant requested that we call you to verify some information
- Applicant has given permission for them to provide full and honest information
- Conversation will take about 10 minutes and can be done at their convenience
- Information given will be kept confidential

### II. Reference Check Questions

1. How long and in what capacity have you know the applicant?  
\_\_\_\_\_  
\_\_\_\_\_
2. How would you describe the applicant? What three words would you use if you were giving a thumbnail sketch?  
\_\_\_\_\_  
\_\_\_\_\_
3. In general, how does the applicant get along with people?  
\_\_\_\_\_  
\_\_\_\_\_
4. How would you describe the applicant's ability to get along with (client group)?  
\_\_\_\_\_  
\_\_\_\_\_
5. What would you describe as the primary positive skills and traits of the applicant?  
\_\_\_\_\_  
\_\_\_\_\_
6. What would you describe as negative traits or areas of weakness?  
\_\_\_\_\_  
\_\_\_\_\_
7. How comfortable would you be in having the applicant work for you on an important project?  
\_\_\_\_\_  
\_\_\_\_\_
8. The volunteer opportunity the applicant is being considered for is \_\_\_\_\_.  
What do you think the applicant would be good at and not so good at in performing in that capacity?  
\_\_\_\_\_  
\_\_\_\_\_
9. Is there anything else you can tell us that might help us reach a good decision?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_