

## Reference Contact Form

Name of Applicant \_\_\_\_\_

Reference and/or church contacted \_\_\_\_\_

Method of contact (e.g., telephone, letter personal conversation) \_\_\_\_\_

**Specific questions which must be asked:**

"How long have you known the applicant?" \_\_\_\_\_

"In what capacity?" \_\_\_\_\_

"Have you had opportunity to observe the applicant around minors?" \_\_\_\_\_

"Did you observe anything during those times that might have given you cause for concern? If so, please explain." \_\_\_\_\_

\_\_\_\_\_

"Is there any reason that you might feel uncomfortable recommending the applicant to work with minors?" \_\_\_\_\_

\_\_\_\_\_

"If given the opportunity, would you personally appoint this person to work with minors?" \_\_\_\_\_

\_\_\_\_\_

Other remarks and comments that were offered in reference to applicant's fitness and suitability to work with minors.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person conducting interview \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_