**Sample Confidential Reference Form**

Volunteer Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Contact Info: address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Applicant (Personal Acquaintance, Co-worker, Supervisor, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Phone Script:** *Hello, my name is X with [Name of Church]. [Applicant] has applied for a position with us and has provided your name as a reference. Is this a good time for you to talk with me?*

*I would like to start by letting you know that [Applicant] has applied for a position working with children so it is extremely important for us to make sure that [Applicant] is suitable for this type of position. I appreciate your help with this.*

**How do you know the Applicant, and for how long?**

**Do you feel this applicant has any problems or limitations which would impede his/her volunteering in ministry?**

**Would you trust the care of your children or senior parent to this person?**

**Are you aware of any reason why the applicant should not be placed in a position where he/she will be working with children and youth?**

**Is there any additional information you would like to provide on the applicant’s behalf?**

**\_\_\_\_\_ You recommend the applicant for work with children and youth**

**\_\_\_\_\_ You cannot recommend the applicant for work with children and youth**

Staff completing the form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature printed name

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

\*\* if responses indicated any reservations, be sure to immediately share the form and information with the pastor/office individuals responsible for onboarding and overseeing volunteers so that they are informed prior to any decisions being made about an applicant’s ministry work

(1/2023)