



Employee Reference Check – Interview Notes

Name of Applicant: [INSERT]

Name of Reference: [INSERT]

1. What is your relationship to the applicant?
2. How long have you known the applicant and in what setting?
3. Please give us three words that describe the applicant.
4. What would you consider the applicants strengths? What are some things you respect about him/her personally and professionally?
5. What would you consider the applicants shortcomings/weaknesses? If you could pinpoint an area of improvement, what would it be?
6. Let me tell you about the job the applicant is applying for [INSERT DESCRIPTION]. How do you think the applicant might fit in that type of job?



Questions for Safe Ministry

7. How would you describe the applicant's ability to relate to children and/or youth?

 8. How would you feel about having the applicant as a volunteer worker with your child and /or youth?

 9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? Have you ever known the applicant to put children/youth in a situation that would compromise their safety? If so, please describe.

 10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
- Are there any additional comments you would like to make?