

Telephone Reference Verification Form

Employee/
Volunteer Name _____ Position _____

Staff/
Caller _____

“Hello, my name is **(your name)** and I am the **(title)** with the **(organization)**. I am calling in reference to **(applicant)**, who has given me your name as a reference to verify his/her character and abilities to work at the **(organization)**. This call will be kept confidential and will only be used to determine if **(applicant)** has the abilities that are appropriate to work as a **(position & describe duties)**. If you have the time, I would like to ask you a few questions that will help me to determine if **(applicant)** will be successful in this position.”

	<u>Reference #1</u>	<u>Reference #2</u>	<u>Reference #3</u>
Date			
Phone Number			
Name/Title of Reference			
How long have you known the applicant?			
In what capacity?			
Did you find the applicant reliable?			
This applicant will be working directly with children. Do you feel this is an appropriate position?			
Is he/she eligible for rehire with you?			

Is there any other information that you would like to share that will aid us in assessing the applicant's capabilities?

Additional Comments on back

Signature