

Professional Reference Form

Name of Applicant: _____ Date: _____

Name of Reference: _____

Address: _____

Phone Numbers: _____

Hello, my name is <your first and last name> with <.organization name>. <Applicant's name> has applied for a position with us and said you might be able to tell us about his/her previous work. Is this a good time for you to talk with me? I would like to start by letting you know that the applicant has applied for a position working for our agency, so it is extremely important for us to make sure that every applicant is suitable for this type of position. I appreciate your help with this.

How long have you known the applicant? _____

How do you know the applicant? _____

How would you rate the applicant's ability to learn new information and skills?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of when the applicant was able to learn something new and use it in his/her work? _____

We are looking for someone who will adhere to the standard policies of our organization. How would you rate the applicant's ability to follow policies and procedures?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

How would you rate the applicant's ability to work with and relate to other adults?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of how the applicant relates to people? _____

In what types of situations have you observed the applicant working well with people (enjoying the work, being effective)?

In what types of situations have you observed the applicant not working well with people (becoming frustrated, angry, resentful or non-productive)?

How would you rate the applicant's ability to use good judgment in normal conditions?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

How would you rate the applicant's ability to maintain appropriate boundaries with people?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

How would you rate the applicant's ability to use good judgment in stressful conditions?

____ Above satisfactory ____ Satisfactory ____ Below satisfactory

Can you give me an example of when the applicant used good judgment? - _____

Are you aware of any reason why we should not allow the applicant to work with the people we serve?

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Do you have any additional comments or questions? _____

Thank you very much for your time.

Signature of Supervisor

Date