

**Anglican Church of Canada
Diocese of Fredericton**

Regulation 4-4: Diocesan Safe Church

Schedule F – Personal Reference Check Form

Name of Corporation/ Diocesan Camp: _____

Position Being Applied For: _____

Applicant Information:

Full name: _____
Last First Initial

Address: _____ Postal code: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Name of Most Recent Direct Supervisor: _____

Contact Phone Number of Supervisor: _____

Assessment: (Note: complete the “Candidate Reference Check” for each contact before completing this section.)

State any potential concern or issue associated with the Applicant based on interviewing the three references contacted.

CANDIDATE REFERENCE CHECK

Applicant: _____

Position: _____

Interviewer: _____

Reference: _____

Address: _____

Phone: _____ Relationship to Applicant: _____

Date and Time This Reference Was Contacted: _____

Introductory Information:

- Identify yourself.
- State reason for contacting individual - applicant has used the person as a reference.
- State information obtained will not be disclosed to the applicant or any third party.
- Information will be held in confidence.
- Provide overview of position.

1. How long have you known the applicant, and what is the nature of the relationship?

2. How would you rate him/her on a scale of 1-5 (low-high) in these various areas, please provide comments if you wish:

Communication/People skills _____

Technological skills _____

Interpersonal skills _____

Initiative/Motivation _____

Work habits/Ability to handle stress _____

Leadership skills _____

Personal integrity _____

3. Can you think of a specific occasion in which he/she has performed beyond/below your expectations?

4. If there is one skill he/she would need to develop, what would it be and what action would be necessary?

5. Have there been any absenteeism or punctuality concerns related with this individual?

6. Do you feel he/she is well suited to this type of work (position applied for)? Why?

7. Would you recommend this applicant for a position of this nature? Yes No

8. General Comments:
