

## Personal Reference Check for Youth Program Personnel

**Applicant's Name:**  
**Reference Number:**  
**Reference's Name:**  
**Reference Phone number:**  
**Interviewed by:**  
**Date:**

### Sample interview script:

*My name is*

*\_\_\_\_\_ has applied for a position as \_\_\_\_\_ in \_\_\_\_\_ and has given your name as a reference. I would like to ask you some brief questions. Your comments will be treated in a confidential manner.*

***(Explain the duties the applicant would be performing in this role)***

**SELECT WHICH QUESTIONS WERE ASKED TO REFERENCE. ATTACH ANY NOTES YOU FEEL ARE RELEVANT.**

1. How long have you known the applicant?
2. What is your relationship to the applicant?
3. How would you describe the applicant's ability to work with and relate to adults?
4. How would you describe the applicant's ability to work with and relate to youth?
5. What strengths do you feel the applicant would bring to the position?
6. What difficulties might the applicant have in fulfilling these duties?
7. Please describe any situations where you have observed the applicant interacting with youth.
8. How does the applicant work with people who are different from him/her/them?
9. Would you be willing to place a child you were responsible for under the applicant's supervision?
10. Would you consider the applicant a positive role model for youth?
11. Is the applicant dependable?
12. Do you know of any reason the applicant should not be considered for this position?
13. [If the reference employed the applicant] Would you be willing to hire the applicant again?

*Thank you for your assistance.*

*I appreciate your time and candor.*

*If you think of any additional information you'd like to share, please contact me at \_\_\_\_\_ or \_\_\_\_\_*