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REFERENCE CHECK FORM

Instructions: This form may be used to record information obtained through a reference check.

PART I – COMPLETED BY APPLICANT

I understand that the companies and educational institutions listed on my application for employment or resume may be contacted for a reference as part of the hiring process. I authorize the release of information and release each from any and all claims or liabilities arising from my application for employment with this agency. I hereby acknowledge that I have read and understand this statement, and hereby authorize this agency to obtain a reference check.

I confirm that the Certificate of impunity including offenses in the field of sexual exploitation and/or sexual abuse is attached to this form.

Applicant's Name		Applicant's Signature		Date Signed
Reference name	Relationship to Applicant	Company/Agency/School		
Dates of Employment (Start to End Dates)	Position(s) Held			

PART II – COMPLETED BY THE REFERENCE

1. What was your relationship with the applicant?
2. Did you directly supervise her/him?
3. What was the applicant's title?
4. Dates of employment?
5. What were the applicant's major job duties?
6. How well did the applicant relate to others on the job?
7. How would you evaluate the applicant's work quality and quantity (productivity)?
8. What were some of the applicant's strengths?
9. In what areas did the applicant need improvement?
10. How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?
11. What was the applicant's reason for leaving?
12. Would you rehire the applicant?
13. Section to probe further about specific job-related experience and skills, knowledge and abilities such as: communication, supervision, financial, analytical, contract and grants administration, customer service, etc.
14. The Genesis Project has a Zero Tolerance Policy against Sexual Exploitation and Sexual Abuse (SEA). Has the applicant ever been involved in and/or charged in any case of sexual exploitation and/or sexual abuse?

