

**WEST MICHIGAN CONFERENCE of the UMC
IN PERSON/TELEPHONE REFERENCE CHECK**

APPLICANT'S NAME:

NAME OF REFERENCE: _____ **TELEPHONE #** _____

DATE OF INTERVIEW _____ **TIME:** _____

IN PERSON: _____ **BY PHONE:** _____

Introduce yourself to the reference and explain why you have contacted him or her. Also, explain the need for investigating the person's background and references (i.e., protection of adults with special needs, children, and youth as well as the volunteers or staff working). Assure the person that his or her responses will remain confidential.

1. How long have you known the applicant?

Where and in what context have you known the applicant?

How well do you know the applicant?

What were/are her/his primary responsibilities?

2. How would you describe the applicant's ability to relate to children? Youth? Adults with special needs? Other adults?

3. How would you describe the applicant's leadership abilities?

How do you describe the applicant's ability to follow through on his/her commitments?

4. Do you have personal knowledge, or have you ever heard of the applicant having any problems with any abusive behavior (for example, drugs, alcohol, sexual, etc.)?

5. Do you have any reason to believe that the applicant should not work closely with adults with special needs, children or youth? Yes No

Please explain:

6. Would you feel comfortable having this person entrusted with the care of your loved ones whether they are adults with special needs, children, or youth? Yes No

Please explain:

7. What other comments do you want to make about this person?

Thank you for taking the time to provide this reference.

Reference inquiry completed by:

Interviewer's printed name

Interviewer's signature

Date

[POLICY Section I.C.2.]