



Please return to: Personnel Berea, 68 Berea Road, Hebron, NH 03241 \* (603) 744-6344 \* Fax (603) 744-6346

**CONFIDENTIAL REFERENCE FORM**

Reference cannot be filled out by a relative or peer.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_ Position: \_\_\_\_\_

How many years have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

**Do you know this person (please check all that apply):**

- one-on-one     small group (1-29)     medium group (30-99)     large group (100+) basis?

**Please place an X in the box that best represents the applicant (1 = lowest, 10 = highest):**

CATEGORY	1	2	3	4	5	6	7	8	9	10
Quality of Work										
Punctuality										
Demeanor										
Initiative										
Leadership										
Safety										
Interpersonal Relationships										
Follow Up										
Respects Leadership										
Team Worker										
Conflict Resolution										
Capacity to Work with Youth/Children										

**Please check any traits below which characterize this person:**

- easily irritated
- fun
- intolerant
- argumentative
- humorous
- nervous
- responsible
- compassionate
- impatient
- easily angered
- discouraged
- happy
- bull headed
- pleasant
- easily embarrassed
- depressed
- dishonest
- friendly
- moody
- complainer
- cooperative
- cannot take a joke
- energetic
- conscientious
- patient
- committed
- influential
- creative
- always asking "why"
- sullen
- positive
- tense
- loving
- critical of others
- legalistic
- frequently worried
- intelligent
- giving
- caring
- prompt
- sensitive
- task-oriented
- good common sense
- people-oriented

Please comment on the applicant's spiritual life: \_\_\_\_\_

Would you completely trust this individual to guide and care for your child in a one-on-one and group setting?  Y  N

I would:  strongly recommend  recommend  recommend w/reservation  not recommend hiring the applicant (if not recommend please comment): \_\_\_\_\_

I expect the applicant's work to be:  POOR  AVERAGE  GOOD  SUPERIOR

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_