

REFERENCE QUESTIONNAIRE

TO: _____

FROM: (Name and Title) _____

DATE: _____

CONFIDENTIAL

Your name was given as a reference by _____ who has applied for the position of _____ in the _____.

As a condition of employment, any applicant/employee must have on file a record of 3 reference contacts. Please complete the questionnaire and return it as soon as possible in the enclosed envelope. I will be contacting you to confirm your statements. Thank you for your attention to this matter.

1. How long have you known the applicant? _____ In what capacity? (Your relationship) _____
2. Have you observed him/her with children? _____ If so, in what situations? _____

3. How do you feel about his/her emotional and physical ability to handle the responsibilities involved in providing daily child care? _____

4. What particular skills does he/she have in dealing with children? _____

5. Does he/she understand the needs of young children? _____
6. Do you have concerns about his/her ability to provide child care? If so, explain. _____

7. Do you know of any conditions making this applicant/employee unsuitable for employment in a child care center? If so please describe. _____

8. Additional Comments: _____

Signature

Daytime Phone Number

Date