

Volunteer Reference Check Form

Date: _____

Name of Applicant:

Name of Reference:

Telephone:

I; Introductory Comments

Briefly cover the following in requesting that the references consent to a discussion of the applicant

- Your name
- Name of your organization
- Applicant requested that we call you to verify some information about possible volunteer position
- Applicant has given permission for them to provide full and honest information
- Conversation will probably take about five minutes and can be conducted at their convenience
- Information given will be kept confidential, although the volunteer legally has access to this information on demand

II. Reference Check Questions

1. How long and in what capacity have you known _____?

2. How would you describe the applicant? What three words would you use to give a thumbnail sketch?

3. Describe how the applicant gets along with people. Can you see any problems that could arise for us?

4. What would you describe as the primary positive trait of the applicant?

Any limitations?

5. Are you aware of any financial difficulties, alcohol or drug abuse problems or history of criminal conduct?