

Reference checks as part of the Safe Environment Program.

1. References may be contacted using telephone, written letter or email.
2. Trusted volunteers may assist with reference checks. Please remind them of confidentiality.
3. If you send a written letter, use a return envelope with stamp.
4. You must contact at least three references.
5. If you use telephone, document the call and the overall response in the person's safe environment file.
6. If you use email or written letter, save the returned response in the safe environment file.
7. You may add any questions to the sample letter (following page) that you wish.

Use parish/school letterhead if possible.

Date

Inside address (optional)

Dear Sir or Madam:

Name of applicant has applied for employment with **Name of parish/school**. All employees must pass a criminal background check. The applicant has provided your name as a reference. Please take a few minutes and complete the questions below and return this letter. Your knowledge of the applicant is an important part of our background check procedure. Since children are universally present in our parishes and schools, we are always concerned about the person's character related to child protection. Thank you very much.

Sincerely yours,

Name

Position

1. How long have you know the applicant? _____ years
2. How do you know this person? (As friend, coworker, student, etc.)
3. The applicant has applied for: **name of position**. What skills, abilities or knowledge does the person have to fulfill this role?
4. How would you describe the applicant's work ethic?

5. Does the applicant demonstrate appropriate behavior to work or be present with children? _____ Yes
_____ No
6. To your knowledge, does the person live a lifestyle consistent with the teaching of the Catholic Church (Christian values)? _____ Yes _____ No
7. Do you have any concerns regarding this applicant interacting with children? _____ Yes _____ No
If yes, please explain.
8. Additional thoughts?

Signature & Date _____