

Appendix D – How to check REFERENCES - Ministry with Children & Youth

The Diocese of Iowa requires references submitted by those who will be working with children or youth be checked. At least one reference must be checked for those who occasionally work with or around children or youth and it is recommended that all three be checked for those working regularly with children and youth. The following form is offered for your use:

_____ is applying to work with children and/or youth at _____ and has given your name as a reference. This person will have close contact with children and/or youth and we want to ensure that these relationships will be healthy ones. Please complete the form below and use the enclosed envelope to send us your evaluation of this person's character and integrity. Your response will remain confidential.

1. Describe your relationship with this person.

2. How long have you known this person?

Please use the following scale to respond to questions 3 through 8:

1 – low 2 – below average 3 – average 4 – very good 5 – excellent

How would you rate the following?

3. Involvement in peer relationships? _____ 1 2 3 4 5

4. Emotional maturity? _____ 1 2 3 4 5

5. Resolving conflict? _____ 1 2 3 4 5

6. Following through with commitments? _____ 1 2 3 4 5

7. Ability to relate to children (3-12) _____ 1 2 3 4 5

8. Ability to relate to children (13-18) _____ 1 2 3 4 5

9. What are this person's greatest strengths?

10. How would you feel about having this person working with your child or youth?

11. Do you have any concerns with this person working with children or youth? If so, please explain. (Please check here ___ if you have concerns that you would prefer discussing in person.)

12. Is there anything else we should know in our consideration of this person?

Thank you for taking the time to fill this out. If you have questions regarding this reference, please contact _____

Your name (printed) _____

Phone #'s (day, evening, cell) _____

Signature X _____ Date _____