



STAFF REFERENCES INFORMATION

Dear _____

We are considering _____

as a candidate for the following position in our child care center: _____

We would appreciate your completing this reference form and returning it in the envelope provided. If you have any questions, please contact:

1. How long have you known the candidate? _____

2. In what capacity/relationship? _____

3. In your opinion, is the candidate of good character? _____

4. Are you aware of any strengths or weaknesses of this candidate which may relate to his/her job performance?

5. The candidate will be working with children ages .

Can you attest to the candidate's suitability to work with children of this age? _____

6. If the candidate worked for/with you, please comment on: Attendance _____

Work Attitude _____ Job Performance _____

Additional remarks: _____

If you would like a staff member to contact you further regarding this candidate, please check below.

_____ Yes, please contact me.

_____ No, there's no need to contact me.

Signature _____ Date _____

Your name _____ Telephone _____

Title and organization, if applicable _____

To be completed by job applicant:

I give permission for the above information to be released and I understand it will be kept confidential.

Applicant's Signature

Date