



# REFERENCE QUESTIONNAIRE

Applicant's Name: \_\_\_\_\_

To be completed by the referee.

Due to the important responsibilities in a programme involving children, your honest appraisal of the applicant is of the utmost importance. The information you provide is appreciated and will remain confidential. We CANNOT accept references from family members or friends.

## PERFORMANCE EVALUATION

1. Integrity	Excellent	Very Good	Good	Fair	Poor	N/A
2. Work Habits/Organisation	Excellent	Very Good	Good	Fair	Poor	N/A
3. Adaptability/Flexibility	Excellent	Very Good	Good	Fair	Poor	N/A
4. Attitude	Excellent	Very Good	Good	Fair	Poor	N/A
5. Relationships with co-workers	Excellent	Very Good	Good	Fair	Poor	N/A
6. Leadership Abilities	Excellent	Very Good	Good	Fair	Poor	N/A
7. Ability to work in a team	Excellent	Very Good	Good	Fair	Poor	N/A
8. Responsibility	Excellent	Very Good	Good	Fair	Poor	N/A
9. Ability to relate to children	Excellent	Very Good	Good	Fair	Poor	N/A
10. Childrens' response to applicant	Excellent	Very Good	Good	Fair	Poor	N/A
11. Maturity	Excellent	Very Good	Good	Fair	Poor	N/A
12. Communication	Excellent	Very Good	Good	Fair	Poor	N/A

## OBJECTIVE RATING

Under each heading, mark the phrase which most accurately describes the applicant

### Ability to direct and influence others:

- Exceptional leadership qualities
- Usually successful
- Unreliable

### Ability to work and co-operate with others:

- Gets along exceptionally in groups – team player
- Will co-operate in most circumstances
- Gives limited co-operation – better suited to solitary work

### Ability to control emotions:

- Well balanced, good control
- Average ability to control emotions
- Frequently irritated, impatient, depressed

### Ability to relate to and give guidance to children:

- Children naturally get along with applicant
- Children adequately participate
- Children often ignore instructions

### Ability to follow through with job assignments:

- Completes tasks promptly, often more than expected
- Completes assigned tasks at own place
- Needs constant supervision

How would you rate the applicant as a role model for children?    Excellent    Very Good    Good    Fair    Poor

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Would you be willing and comfortable leaving your children under the applicants supervision? Please explain:

Does the applicant show signs of any behaviour which would cause concern when working directly with children?

Please comment on the applicant's suitability for this programme:

Name of Referee: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Position: \_\_\_\_\_