

# Sample School Form Reference Response Information

To: \_\_\_\_\_  
*Name of Reference*

From: \_\_\_\_\_  
*Name of School*

Subject: \_\_\_\_\_  
*Name of Candidate applying for paid or volunteer position*

The individual named above has expressed an interest in working with students in our school. The candidate has listed you as a reference. In order for our organization to properly evaluate the qualifications of this candidate, we are asking you to complete this form with your honest opinions and impressions of the candidate.

1. How long have you known this person? \_\_\_\_\_

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2. In what capacity have you come to know this individual? (e.g. co-worker, neighbor, friend, etc.)

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3. Have you witnessed the candidate work with or care for children and youth? If so, please explain.

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4. What concerns, if any, would you have in allowing this individual to work with children and youth?

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5. Are you aware of anything in the candidate's background, personality, or behavior that could in any way pose a threat to children or youth?

No  Yes (If yes, please explain) \_\_\_\_\_

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The above information is true and correct to the best of my knowledge.

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

Please return this form at your earliest convenience to: \_\_\_\_\_

*(Name of school and address)*

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