



Screening of Personnel
Reference Check Call Sheet
(From the Red Cross Abuse Prevention Services)

Applicant Name: _____

Names of References

(A minimum of 2: personal, business, volunteer related)

Name	Home #	Work #	Occupation

Interviewed by: _____ Date: _____

Name of Reference: _____ Phone #: _____

(Describe position applied for and why reference is being sought)

1) How long have you known the applicant? _____

2) In what capacity? _____

3) What are the applicant's strengths? _____

4) Is the applicant punctual? _____

5) Is the applicant reliable? _____

6) Can they work independently? _____

7) How do they handle supervision? _____

8) How do they handle confidential information or positions of trust? _____

9) Was their position of trust handled to your satisfaction? _____



10) Describe their relationship with youth. _____

11) Is there anything you feel we should be aware of in accepting this person? _____

Caller message re confidentiality:

Personal information used, disclosed, secured or retained by "***name of association***" will be held solely for the purposes for which we collected it and in accordance with the National Privacy principles contained in the Personal Information Protection and Electronic Documents Act as well as "name of association" own Privacy Policy.