



Middle River Baptist Church Child Development Center

Professional Reference and Verification of Employment

"I CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS REFERENCE REQUEST IS TRUE IN ALL RESPECTS. FURTHERMORE, I AGREE THAT, IF EMPLOYED AND INFORMATION IS FOUND TO BE FALSE IN ANY WAY, I MAY BE SUBJECT TO DISMISSAL WITHOUT NOTICE IMMEDIATELY UPON DISCOVERY. I AUTHORIZE ANY PAST EMPLOYERS, PHYSICIANS, REFERENCES, AND ANY OTHER PERSONS TO ANSWER ALL QUESTIONS ASKED BY THE MIDDLE RIVER BAPTIST CHURCH CHILD DEVELOPMENT CENTER CONCERNING MY ABILITY, CHARACTER, REPUTATION, AND PREVIOUS EMPLOYMENT RECORDS. I RELEASE ALL SUCH PERSONS FROM ANY LIABILITY OR DAMAGES DUE TO THEIR FURNISHING SUCH INFORMATION."

To: <hr/> <hr/> <hr/> (phone) <hr/> (fax) <hr/> Please print the name, mailing address, and phone of your former employer.	From: <hr/> Applicant's name <hr/> Applicant's Social Security Number <hr/> Prospective Position
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I was your employee from _____ to _____ in the position of _____.

Would you please be kind enough to fill in the bottom of this reference questionnaire? As my employment at this organization will, in great measure, be determined by your assessment of my employment, I would appreciate your response as soon as possible. Thank you very much.

Applicant's Signature & Date

Person completing this reference:		Title:	
Starting Position:		Ending Position:	
Starting Salary:	Ending Salary:	Reason for Leaving:	
In what capacity did you observe the candidate's work?		Please describe the key responsibilities of the candidate in his/her most recent position.	
Did the candidate manage other staff ? In what capacity?		Tell about the candidate's most important contributions to your organization.	



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Describe the candidate's commitment to quality and care for children.	Describe the candidate's effectiveness in curriculum planning.
Talk about the attitude and outlook the candidate brought to the workplace.	Describe the candidate's relationships with his/her coworkers and supervisors.
Describe the candidate's relationships with the parents of the children in his/her care.	How would you describe the candidate's communication skills?
What are the candidate's most significant strengths?	What are the candidate's most significant weaknesses?
What is your overall assessment of the candidate?	Would you rehire this individual? Why or why not?
This candidate has applied for the position of _____. Would you recommend him/her for this position? Why or why not?	Are there additional comments you'd like to make?

 Name of Reference Signature of Reference Title Date