



ARCHDIOCESE OF BALTIMORE
REFERENCE CHECK FOR PASTORAL/PROGRAM STAFF
Division of Human Resource Services

To:

Date:

Name of Applicant:

Position sought:

Please use the following guide in completing the next portion of this form:

1.	2.	3.	4.	5.
OUTSTANDING	GOOD	ACCEPTABLE	UNSATISFACTORY	UNKNOWN
Exceeds agreed-upon standards; performance and growth serve as a goal for others.	Meets agreed-upon standards; accepts recommendations for improvement and evidences growth.	Is aware of standards; further growth desirable.	Does not meet agreed-upon standards; has not evidenced improvement.	No opportunity to observe or no knowledge of applicant in this area.

PLEASE CHECK THE APPROPRIATE NUMBER:	1	2	3	4	5
Interpersonal Relationships with: Children					
Youth					
Young Adults					
Adults					
Parents					
Co-workers					
Administrators/Supervisors					
Pastors/Clergy					
Respect for the Value of the Individual					
Competence in Performance of Duties and Responsibilities					
Knowledge of Current Theory and Practice in Position Sought					
Knowledge of Theology and Scripture					
Administrative Ability					
Ability to Motivate					
Ability to Work Under Pressure					
Competence in Conflict Resolution					
Written Communication Skills					
Oral Communication Skills					
Punctuality					
Attendance					

(A) How long have you known this applicant? _____ In what capacity? _____

(B) To the best of your knowledge, has this applicant ever been charged with, accused of, or convicted of child abuse or sexual abuse? Yes No If Yes, please explain:

(C) Do you recommend that this applicant be employed for the position sought?
 Yes No With reservations _____ (please clarify)

(D) If applicant is a former employee:
Dates of employment: From _____ To _____; Full-time _____ Part-time _____

Position held: _____

Reason for termination: _____

Would you re-employ this person? Yes _____ No _____

Please use the space below to give additional information which may be helpful in our consideration of this applicant:

Signature

Date

Position

School/Company

PLEASE RETURN THIS FORM TO:

Division of Human Resource Services

Archdiocese of Baltimore

320 Cathedral Street, Rm. 619

Baltimore, MD 21201

THANK YOU FOR YOUR ASSISTANCE!