



Applicant's Name	
Company Name	
Name of Person giving Reference	
Telephone Number	
Reason for Call	Your name/company was provided by _____ as an employment reference. We are considering having _____ come into our home to care for our children. Would this be a good time to ask you a few questions about _____?
Relationship to applicant	BE VERY WARY OF FAMILY MEMBER REFERENCES!
Is applicant currently employed by you?	
If yes, since when?	
If no, when did the applicant leave your employ? (time period)	
Why did the applicant leave your employ?	
Can you tell me what the applicant's job description/responsibilities were?	
What can you tell me about the applicant's personality/disposition?	
Can you comment on the applicant's reliability and punctuality?	
Was the applicant frequently absent due to health problems?	
To your knowledge, does the applicant smoke?	
To your knowledge, does the applicant drink? If yes, how often does the applicant drink?	
To your knowledge, is the applicant presently taking or has the applicant previously taken any drugs (other than over the counter or prescribed medications)?	
How would you describe the applicant's work ethic?	
How did the applicant handle conflict?	

How did the applicant get along with co-workers?	
What do you see as the applicant's strengths?	
In what areas do you think the applicant could develop?	
Can you comment on the applicant's ability to provide quality care to children in an unsupervised setting?	
(If applicable) Would you re-hire the applicant?	
_____ is applying for a position which involves the care of my children on an unsupervised basis for up to ___ hours a day, _____ days a week. Is there anything else you feel that I should know about the applicant before leaving my children with this individual?	
What advice can you give me as the applicant's future employer to help insure that our relationship goes smoothly?	