

CHILD CARE CENTER STAFF WRITTEN REFERENCE FORM

This section to be completed by job applicant:

Applicant's Name:	Position Applying For:	Date:
Name of Reference:	Organization/Company:	Phone:

We are considering the candidate described above for the position described above in our child care center. We would appreciate your completing this reference form and returning it in the envelope provided.

1. How long have you known the candidate:
2. In what capacity/relationship?
3. In your opinion, is the candidate of good character?
4. Are you aware of any strengths or weaknesses of this candidate which may relate to his/her job performance?
5. The candidate will be working with children ages _____.
Can you attest to the candidate's suitability to work with children of this age?
6. If the candidate worked for/with you, please comment on:
Attendance:

Work Attitude:

Job Performance:

Additional Remarks:

Signature of Reference:	Date:
Signature of Center Staff Verifying Reference (if applicable):	Date: