



Diocese of Erie
Office for Protection of Children and Youth
Confidential Reference Form

Your name has been given as a reference by _____, who has submitted an application to work as an employee or volunteer with one of our programs for children\youth.

Please read over the following list of attributes and check those which you have seen regularly demonstrated in the life of the applicant. Please note that a failure to check an attribute does not imply that it is not present, but merely that you have not seen it regularly evidenced. In addition, your written comments (both positive and negative) are very helpful. Please be as honest and forthright as possible. Please return the form in the enclosed envelope.

Your Name: _____

Relationship to the Applicant: _____ Phone Number _____

Are you willing to be contacted to answer further questions about the applicant if necessary?
___ yes ___ no

1) GENERAL DISPOSITION

COMMENTS

- ___ has a consistently positive attitude (not moody)
- ___ has a good, healthy sense of humor
- ___ is emotionally stable
- ___ is appropriate in the use of alcohol
- ___ is respectful of authority
- ___ balances hard work with recreation
- ___ does not wait to be asked before offering help

2) RELATIONSHIP SKILLS

COMMENTS

- ___ Gets along well with people of various age groups and social backgrounds
- ___ demonstrates healthy family relationships at home
- ___ has close, intimate friends
- ___ affirms and supports others
- ___ respects others
- ___ relates well to men and women
- ___ is a good listener
- ___ has never demonstrated inappropriate sexual behavior
- ___ has never demonstrated inappropriate sexual attitudes

3) LEARNING ABILITIES

COMMENTS:

- did well in school
- possesses common sense
- has good reasoning and problem-solving skills
- is open to new ideas
- is not afraid to ask for help
- is self-motivated
- enjoys teaching others
- is able to accept criticism

4) PRAYER AND FAITH LIFE

COMMENTS

- faithfully attends Mass
- demonstrates a devout and moral lifestyle
- has deep convictions and moral principles
- speaks respectfully of the Church and of Church teaching
- speaks openly of God and faith matters
- is compassionate toward those in need

5) LEADERSHIP SKILLS

COMMENTS

- is kind and gentle, but strong when necessary
- carries a project through to its completion
- motivates others
- delegates responsibilities
- listens to ideas or suggestions
- is sensitive to the needs of others
- is capable under pressure
- is able to manage multiple tasks

CONCLUSION:

If you see any qualities which are not suitable for work with children – please identify them:

PLEASE CHECK ONE:

I recommend the applicant for work with children\youth.

I cannot recommend the applicant for work with children\youth

Comments

Signature _____ **Date** _____