

Holy Family Learning Center
9100 Crockett Road • Brentwood, TN • 37027
Director, Susan Oubre • 615-373-3061

Reference Questionnaire

Confidential

Your name was given in reference by _____, who has applied for the position of _____ at the Holy Family Learning Center. As a condition of employment, any applicant/employee must have on file a record of three (3) reference contacts. Please complete this questionnaire and return it as soon as possible in the enclosed envelope or via email to susan.oubre@holyfamilycc.com. I will contact you to confirm your statements. Thank you for your attention to this matter.

1. How long have you known the applicant? _____

In what capacity? _____

2. Have you observed him/her with children? _____ If so, in what situations?

3. How do you feel about his/her emotional and physical ability to handle the responsibilities involved in providing daily care of children? _____

4. What particular skills does he/she have in dealing with children? _____

5. Does he/she understand the needs of young children? _____

6. Do you have concerns about his/her ability to provide care for children? _____

If so, explain: _____

7. Do you know of any conditions making this applicant/employee unsuitable for working directly with children on a daily basis? _____ If so, please describe:

8. Please add any additional comments: _____

Signature

Date

Print Name

Email Address

Daytime Phone Number