

SAINT PATRICK PARISH
Diocese of Dallas – Reference Information

Applicant: Please complete items 1-6 and give to your reference.

- Applicant's PRINTED NAME: _____
1. Has this applicant signed the release statement on p. 4 of the Screening Form? Yes No
 2. PRINTED NAME of Reference: _____
 3. Their daytime phone # _____ Personal Business
 4. Check position for which the Applicant is being considered: ___ Employee ___ Volunteer
 5. If Volunteer, will person be working with children and youth? Yes No
 6. Check predominant ministry(ies) Applicant will volunteer with: ___ School Parent; ___ Coach;
 ___ Boy or Girl Scouts; ___ Eucharistic Minister; ___ Faith Formation; ___ Parish Outreach; ___
 Other (Describe: _____)

QUESTIONS

To the reference: Please answer the following questions and add any additional comments you would like. This information will be kept strictly confidential and is only used to determine the Applicant's suitability to serve in the area in which they want to work. If you prefer to discuss these questions, you may contact the Risk Manager by phone at 214.348.7380 Monday – Friday, 9:00 a.m -4:30 p.m.

1. How long have you known the Applicant? _____
2. How are you acquainted with the Applicant? _____
 (May not be member of Applicant's immediate family.)
3. Are you aware of any reason why we should not consider this applicant? Yes No Not Sure

	Rate Strengths										
	(Least)						(Most)				
4. Do you consider this person dependable?	1	2	3	4	5	6	7	8	9	10	
5. Do you consider this person trustworthy?	1	2	3	4	5	6	7	8	9	10	
6. Does this person relate well with others (adults and children)?	1	2	3	4	5	6	7	8	9	10	
7. Would you trust this person with your children or grandchildren?	1	2	3	4	5	6	7	8	9	10	
8. Would you recommend this person for this position?	1	2	3	4	5	6	7	8	9	10	

9. Any additional comments or explanations of your statements above.

Date: _____ Reference's Signature: _____

Put form in envelope and drop off at St. Patrick Church Office (mail drop is available) or return by mail to:

St. Patrick Church
 9643 Ferndale Road
 Dallas, TX 75238
 Attention: Risk Manager