



## REFERENCE CHECK FORM

Applicant's Name (Please Print)	Position Hired For	Site/Location
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**Note To Individual Completing This Form:**

Applicants of Catholic Charities must provide us with three (3) references, which describe the applicant's educational background, training, experience and personal qualifications for employment. ***This letter must be received prior to the Applicant starting work. Please complete the following information and mail or fax to the address checked below.*** We Thank You For Prompt Action. **(You may add additional sheets to this form as needed)**

For CYO &amp; Happiness

ATTN: Katie Bildstein  
7911 Detroit Avenue  
Cleveland, OH 44102  
Fax: 216-334-2905

For Martin DePorres

ATTN: K. Hodges  
1264 East 123<sup>rd</sup> St  
Cleveland, OH 44108-4042  
Fax: 216-268-0207

For Fatima

ATTN: J. Davis  
6600 Lexington Ave  
Cleveland, OH 44  
Fax: 216-391-1118

**To Be Completed By The Person Providing The Reference:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**The applicant listed above has indicated that you could provide Catholic Charities with the following information:**

How long have you known the applicant? \_\_\_\_\_

What is the nature of your relationship with the applicant (friend, employee, work associate, neighbor, etc.)?  
 \_\_\_\_\_  
 \_\_\_\_\_Would you, if you were in our place, hire him/her for the position? Please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_In your opinion, can this applicant work appropriately with persons of different races, ethnicities, gender or abilities?  
 \_\_\_\_\_

In your opinion is the applicant dependable? \_\_\_\_\_

In your opinion, is the applicant a patient, caring and even-tempered individual? \_\_\_\_\_

**If applying for a position working with children (as indicated by the box checked to the right) please answer these additional questions.** 

In your opinion, could the applicant work with multi-need children? \_\_\_\_\_

Would you allow the applicant to care for your children? \_\_\_\_\_

Do you know of any reason why we should not employ the applicant in the care and supervision of children?  
 \_\_\_\_\_

Is there anything else that you would like to add? \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual Providing Reference\*\_\_\_\_\_  
Date Reference Check Completed

\*In Event of a Telephone Reference Check Name of Person Conducting Reference Check

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