

Reference Record

CONFIDENTIAL

(Reference Name and Title)

Your name was given as a reference by _____ who has applied for the position of _____ with Never Grow Up, Inc. As a condition of employment, any applicant/ employee must have on file a record of 3 reference contacts. Please complete the brief questionnaire and return it as soon as possible. You may be contacted to confirm your statements. Thank you for your attention to this matter.

How long have you known the applicant? _____

In what capacity?

Have you observed this person with children? _____

If so, in what situations?

How do you feel about this person's emotional and physical ability to handle the responsibilities involved in providing daily child care?

What particular skills does this person have in dealing with children?

Does this person understand the needs of young children? _____

Do you have concerns about this person's ability to provide child care? _____

If so, please explain.

Do you know of any conditions making this person unsuitable for employment in a childcare center? If so, please explain.

Additional comments:

Reference Signature Date

Director's Signature Date Received

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