



**CONFIDENTIAL TELEPHONE REFERENCE CHECK**

*Please utilize this form to conduct a telephone reference check and to document the results of your conversation.*

Name of Volunteer Applicant: \_\_\_\_\_

Diocesan Location: \_\_\_\_\_

Nature of Volunteer Position: \_\_\_\_\_

**Introduction:** "Hello. (Name) has offered to serve as a volunteer within the Diocese of St. Augustine and has given your name as a reference. Do you have a few minutes to answer some questions? The information you provide will be kept strictly confidential."

**Questions:**

- 1) How long have you known the applicant?
- 2) What is your relationship with the applicant?
- 3) How would you describe this applicant's personality?
- 4) Do you have any knowledge of the applicant being arrested or convicted? If so, please explain.
- 5) Based upon your experience, is the applicant reliable, responsible, and dependable?
- 6) Would you trust the applicant to work in connection with youth, the disabled or the elderly?
- 7) Is there anything else about the applicant that you would like to share?

**Closing:** \*Thank the reference for their cooperation and reassure them that the information will be used solely to evaluate the applicant's suitability for service within the Diocese. \*

Approved

Disapproved

Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_