



## PERSONAL REFERENCE FORM FOR KIDS HOPE USA DIRECTOR

To be completed & returned by mail OR through telephone interview

The applicant listed below has applied to be a Kids Hope USA director for our church and listed you as a personal reference. A Kids Hope USA director supervises mentors and has direct contact with children. To help us determine the suitability of this applicant for this position, we are asking that you take a few moments to respond to these questions. All information will be kept confidential. Thank you for your time.

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

1. How long have you known this applicant? \_\_\_\_\_

2. What is your relationship to the applicant? \_\_\_\_\_

3. Have you seen the applicant working with children or students firsthand?     Yes     No

4. Can you give an example of how the applicant relates to children?

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5. How would you rate the applicant's ability to be genuinely supportive, encouraging and understanding to the needs of a child?

Above satisfactory                       Satisfactory                       Below satisfactory

6. How would you rate the applicant's ability to be patient and stay calm?

Above satisfactory                       Satisfactory                       Below satisfactory

7. Have you ever observed the applicant using harsh or demeaning language toward a child?

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8. Does the applicant pose a danger to the well-being of children?

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9. Would you be comfortable placing one of your own children or grandchildren in the care of the applicant? Why or why not?

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10. On a scale of 1 to 5 (with 1 being a LOW rating and 5 being a HIGH rating), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please note that.

CHARACTERISTICS	RATING					COMMENTS
Ability to work well with others	1	2	3	4	5	
Personal motivation and initiative	1	2	3	4	5	
Dependability	1	2	3	4	5	
Trustworthiness	1	2	3	4	5	
Attitude	1	2	3	4	5	
Personal follow-through	1	2	3	4	5	
Administrative abilities	1	2	3	4	5	

11. Based on your knowledge of the applicant’s character and background, which of the following best reflects your evaluation of the applicant’s suitability as a Kids Hope USA Director (see [kidshopeusa.org](http://kidshopeusa.org) for more information):

- Highly recommend
- Recommend
- Neutral
- Do not recommend
- Insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our ministry on the back or on a separate sheet. Thank you for your time in completing this personal reference form.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Please mark “Personal and Confidential” and return this form via email or mail back to the church supervising staff member as indicated here:

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Email \_\_\_\_\_

Church phone number \_\_\_\_\_

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

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