

**EMPLOYEE & VOLUNTEER REFERENCE CHECK FORM**  
**Memorial Drive United Methodist Church**  
**Memorial Drive Children's Weekday School**

**(One Sheet per Reference. References must be from individuals who are not related to you.)**

**Name of Applicant:** \_\_\_\_\_

**Name of Reference:** \_\_\_\_\_

**1. What is your relationship to the applicant?**

**2. How long have you known the applicant?**

**3. How well do you know the applicant?**

**4. What three words best describe the applicant?**

\_\_\_\_\_

**5. How would you describe the applicant's ability to relate to children and/or youth?**

**6. How would you describe the applicant's ability to relate to adults?**

**7. How would you describe the applicant's leadership abilities?**

**(Over)**

**8. How would you feel about having the applicant as a volunteer worker with your child and /or youth?**

**9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.      Yes\_\_\_\_\_**  
**No \_\_\_\_\_**

**10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.      Yes \_\_\_\_\_ No \_\_\_\_\_**

**Additional Comments:**

**Reference inquiry completed by:**

**Print Name \_\_\_\_\_ Phone # \_\_\_\_\_**

**Address \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date \_\_\_\_\_**

**Please return to:**

**Memorial Drive United Methodist Church**

**Attn: \_\_\_\_\_**

**(713) 468-8356 (General church phone number)**

**12955 Memorial Drive**

**Houston, Texas**

**77079**