



807 West Apache  
Farmington, NM 87401  
Phone: (505) 325 – 5358  
Fax: (505) 326 – 3085

### REQUEST FOR A REFERENCE

The listed person below has applied for a position with Childhaven and listed you as a character reference. Once you have completed this document, please mail or fax this form to Childhaven to the location outlined above.

Applicant's Name: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Professional Reference Name: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

Address & Phone # of Reference: \_\_\_\_\_

All information you provide will be held confidential in every respect. Thank you in advance for your time and candor.

**1. In what capacity have you known the applicant?**

- Large amount of personal contact    Occasional contact    Very infrequent/minimal contact

**2. For how long have you known the applicant?**

Years \_\_\_\_\_ Months \_\_\_\_\_

**3. Check the box that best describes the Applicant's relationship to own child(ren)?**

- Harmonious    Full of conflict and/or tension    Minimal contact with child    No children

**4. Sociability-** Check the box that best describes the applicant's behavior in a social setting.

- Extroverted and gregarious    Open and friendly    Reserved but approachable  
 Shy and introverted    Sullen and/or unsociable    Unknown

**5. Diligence-** Check the box that best describes the applicant when he/she is faced with difficulty.

- Industrious    Takes things easily    Quickly discouraged    Unknown

**6. Leadership-** Check the box that best describes the applicant when he/she is in a position of authority.

- Unknown    Highly influential in a positive way    Respected, but slow to lead  
 Follows, but with discrimination    Follows indiscriminately    Leads in undesirable directions

**7. Emotional Stability-** Check the box that best describes the applicant's regular state.

- Relaxed    Nervous    Emotional    Temperamental    Uncritical    Irritable  
 Optimistic    Jealous    Touchy    Unknown

8. **Character-** Check the box that best describes the applicant's honesty.
- Completely trustworthy       Mostly dependable       Attempts minor deceptions  
 Needs to be closely monitored       Cannot be trusted       Unknown
9. **Achievement-** Check the box that best describes how the applicant employs his/her talents?
- Distinctly an "overachiever"       Works up to potential       Achieves satisfactorily  
 Does not work up to full potential       Unknown
10. **Courtesy-** Check the box that best describes how the applicant's manners?
- Outstanding, considerate and mannerly       Usually polite       Often negligent  
 Rough & uncouth       Unknown
11. **Precision-** Check the box that best describes the applicant's usual work style.
- Organized, neat, orderly, systematic, efficient, etcetera       Unknown  
 Disorganized, disorderly, unsystematic, inconsistent, impractical, etcetera

12. **Do you have knowledge of this applicant being involved in any of the following?**

ACTIVITY	YES	NO	UNKNOWN
Alcohol Addiction			
Involvement with drugs			
Participating in immoral behavior			
School/work problems (suspension, termination, etc.)			
Involved with any other questionable activities			
Had his/her driver's license revoked or suspended			
Been involved in any type of domestic violence			
Accused, arrested, or convicted of any crime			
Bothered by different ethnicities and/or cultures			

If you answered yes to any of the above, please explain:

---



---



---

13. **Would you feel comfortable having the applicant as a childcare worker for a member of your family?**  Yes     No    If no, please explain \_\_\_\_\_

---



---



---

By signing below, you are in agreement that the information furnished is true to the best of your knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



807 West Apache  
Farmington, NM 87401  
Phone: (505) 325 – 5358  
Fax: (505) 326 – 3085

### REQUEST FOR A REFERENCE

The listed person below has applied for a position with Childhaven and listed you as a character reference. Once you have completed this document, please mail or fax this form to Childhaven to the location outlined above.

Applicant's Name: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Professional Reference Name: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

Address & Phone # of Reference: \_\_\_\_\_

All information you provide will be held confidential in every respect. Thank you in advance for your time and candor.

**2. In what capacity have you known the applicant?**

- Large amount of personal contact    Occasional contact    Very infrequent/minimal contact

**2. For how long have you known the applicant?**

Years \_\_\_\_\_ Months \_\_\_\_\_

**3. Check the box that best describes the Applicant's relationship to own child(ren)?**

- Harmonious    Full of conflict and/or tension    Minimal contact with child    No children

**4. Sociability-** Check the box that best describes the applicant's behavior in a social setting.

- Extroverted and gregarious    Open and friendly    Reserved but approachable  
 Shy and introverted    Sullen and/or unsociable    Unknown

**5. Diligence-** Check the box that best describes the applicant when he/she is faced with difficulty.

- Industrious    Takes things easily    Quickly discouraged    Unknown

**6. Leadership-** Check the box that best describes the applicant when he/she is in a position of authority.

- Unknown    Highly influential in a positive way    Respected, but slow to lead  
 Follows, but with discrimination    Follows indiscriminately    Leads in undesirable directions

**7. Emotional Stability-** Check the box that best describes the applicant's regular state.

- Relaxed    Nervous    Emotional    Temperamental    Uncritical    Irritable  
 Optimistic    Jealous    Touchy    Unknown

8. **Character-** Check the box that best describes the applicant's honesty.
- Completely trustworthy       Mostly dependable       Attempts minor deceptions  
 Needs to be closely monitored       Cannot be trusted       Unknown
9. **Achievement-** Check the box that best describes how the applicant employs his/her talents?
- Distinctly an "overachiever"       Works up to potential       Achieves satisfactorily  
 Does not work up to full potential       Unknown
10. **Courtesy-** Check the box that best describes how the applicant's manners?
- Outstanding, considerate and mannerly       Usually polite       Often negligent  
 Rough & uncouth       Unknown
11. **Precision-** Check the box that best describes the applicant's usual work style.
- Organized, neat, orderly, systematic, efficient, etcetera       Unknown  
 Disorganized, disorderly, unsystematic, inconsistent, impractical, etcetera

12. **Do you have knowledge of this applicant being involved in any of the following?**

ACTIVITY	YES	NO	UNKNOWN
Alcohol Addiction			
Involvement with drugs			
Participating in immoral behavior			
School/work problems (suspension, termination, etc.)			
Involved with any other questionable activities			
Had his/her driver's license revoked or suspended			
Been involved in any type of domestic violence			
Accused, arrested, or convicted of any crime			
Bothered by different ethnicities and/or cultures			

If you answered yes to any of the above, please explain:

---



---



---

13. **Would you feel comfortable having the applicant as a childcare worker for a member of your family?**  Yes     No    If no, please explain \_\_\_\_\_

---



---



---

By signing below, you are in agreement that the information furnished is true to the best of your knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



807 West Apache  
Farmington, NM 87401  
Phone: (505) 325 – 5358  
Fax: (505) 326 – 3085

### REQUEST FOR A REFERENCE

The listed person below has applied for a position with Childhaven and listed you as a character reference. Once you have completed this document, please mail or fax this form to Childhaven to the location outlined above.

Applicant's Name: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Professional Reference Name: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_

Address & Phone # of Reference: \_\_\_\_\_

All information you provide will be held confidential in every respect. Thank you in advance for your time and candor.

**3. In what capacity have you known the applicant?**

- Large amount of personal contact    Occasional contact    Very infrequent/minimal contact

**2. For how long have you known the applicant?**

Years \_\_\_\_\_ Months \_\_\_\_\_

**3. Check the box that best describes the Applicant's relationship to own child(ren)?**

- Harmonious    Full of conflict and/or tension    Minimal contact with child    No children

**4. Sociability-** Check the box that best describes the applicant's behavior in a social setting.

- Extroverted and gregarious    Open and friendly    Reserved but approachable  
 Shy and introverted    Sullen and/or unsociable    Unknown

**5. Diligence-** Check the box that best describes the applicant when he/she is faced with difficulty.

- Industrious    Takes things easily    Quickly discouraged    Unknown

**6. Leadership-** Check the box that best describes the applicant when he/she is in a position of authority.

- Unknown    Highly influential in a positive way    Respected, but slow to lead  
 Follows, but with discrimination    Follows indiscriminately    Leads in undesirable directions

**7. Emotional Stability-** Check the box that best describes the applicant's regular state.

- Relaxed    Nervous    Emotional    Temperamental    Uncritical    Irritable  
 Optimistic    Jealous    Touchy    Unknown

8. **Character-** Check the box that best describes the applicant's honesty.
- Completely trustworthy       Mostly dependable       Attempts minor deceptions  
 Needs to be closely monitored       Cannot be trusted       Unknown
9. **Achievement-** Check the box that best describes how the applicant employs his/her talents?
- Distinctly an "overachiever"       Works up to potential       Achieves satisfactorily  
 Does not work up to full potential       Unknown
10. **Courtesy-** Check the box that best describes how the applicant's manners?
- Outstanding, considerate and mannerly       Usually polite       Often negligent  
 Rough & uncouth       Unknown
11. **Precision-** Check the box that best describes the applicant's usual work style.
- Organized, neat, orderly, systematic, efficient, etcetera       Unknown  
 Disorganized, disorderly, unsystematic, inconsistent, impractical, etcetera

12. **Do you have knowledge of this applicant being involved in any of the following?**

ACTIVITY	YES	NO	UNKNOWN
Alcohol Addiction			
Involvement with drugs			
Participating in immoral behavior			
School/work problems (suspension, termination, etc.)			
Involved with any other questionable activities			
Had his/her driver's license revoked or suspended			
Been involved in any type of domestic violence			
Accused, arrested, or convicted of any crime			
Bothered by different ethnicities and/or cultures			

If you answered yes to any of the above, please explain:

---



---



---

13. **Would you feel comfortable having the applicant as a childcare worker for a member of your family?**  Yes     No    If no, please explain \_\_\_\_\_

---



---



---

By signing below, you are in agreement that the information furnished is true to the best of your knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date