



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

REQUEST FOR A PROFESSIONAL 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 or 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

(Childhaven Official Use Only)

Verified By: _____

Date: _____

Comments: _____



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1. In what capacity have you known the applicant?

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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

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Involvement with drugs			
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School/work problems (suspension, termination, etc.)			
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Had his/her driver's license revoked or suspended			
Been involved in any type of domestic violence			
Accused, arrested, or convicted or any crime			
Bothered by different ethnicities and/or cultures			

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REQUEST FOR A REFERENCE (RELATIVE)

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.

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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
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- 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.)			
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Had his/her driver's license revoked or suspended			
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Accused, arrested, or convicted or any crime			
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If you answered yes to any of the above, please explain:

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Signature

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Date: _____

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