



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

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.

- 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: _____
