

Reference checks as part of the Safe Environment Program.

1. References may be contacted using telephone, written letter or email.
2. Trusted volunteers may assist with reference checks. Please remind them of confidentiality.
3. If you send a written letter, use a return envelope with stamp.
4. You must contact at least three references.
5. If you use telephone, document the call and the overall response in the person's safe environment file.
6. If you use email or written letter, save the returned response in the safe environment file.
7. You may add any questions to the sample letter (following page) that you wish.

Use parish/school letterhead if possible.

Date

Inside address (optional)

Dear Sir or Madam:

Name of applicant has applied to provide volunteer services at **Name of parish/school**. Our **parish/school** provides a faith-centered learning experience for children and young people in a Catholic environment. All adults who volunteer to work with children must pass a criminal background check. The applicant has provided your name as a reference. Please take a few minutes and complete the questions below and return this letter. Your knowledge of the applicant is an important part of our background check procedure. We appreciate your help in providing a safe and nurturing environment for all our children. Thank you very much.

Sincerely yours,

Name

Position

1. How long have you know the applicant? _____ years
2. How do you know this person? (As friend, coworker, student, etc.)
3. Does the applicant demonstrate appropriate behavior to work with children and to serve as a role model?
_____ Yes _____ No
4. To your knowledge, does the person live a lifestyle consistent with the teaching of the Catholic Church?
_____ Yes _____ No
5. Do you have any concerns regarding this applicant interacting with children? _____ Yes _____ No
If no, please explain.
6. Additional thoughts?

Signature & Date _____