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## Pre-Employment Reference

(Personal Reference)

I \_\_\_\_\_ hereby authorize \_\_\_\_\_ to release information  
(Applicants name) (Personal Reference)  
for purposes of a reference as part of the application process at Project PATCH. I understand that this information is confidential, and wave all rights to review this reference.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Dear \_\_\_\_\_

The above named person has applied for a position of \_\_\_\_\_ with Project PATCH, a residential treatment center for at risk youth. This person has given your name as a reference. Please complete the following information.

How long have you known this individual? \_\_\_\_\_

In what capacity do (did) you know this individual?

What has been your observation of this person's interactions with children ages 0-7, 1-12, 12-17? Excellent, Good, Fair, Poor, Please Explain.

Was this person reliable?

Was the work this person performed satisfactory?

Does this person take pride in what they do?

Do you know of any reason this person should not work with at risk youth?  
Is this person physically and mentally capable of dealing with crisis in other people?

Would you recommend this person for the position in which they have applied?

What in your opinion are this person's strengths?

What in your opinion is this person's greatest weakness?

Please check one of the following:

- I have no reservations in recommending this person to work with youth at risk
- I have some reservations in recommending this person to work with youth at risk \_\_\_\_\_
- I would prefer to discuss this issue on the phone, my number is \_\_\_\_\_
- I would not recommend this person \_\_\_\_\_

Additional Comments:

Thank you for your help in these matters.

\_\_\_\_\_  
Name and title of person filling out form

\_\_\_\_\_  
Date

Sincerely,  
Tom Sanford  
Executive Director

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Office use  
Date Sent:  
Date returned: