

Personal Reference Form



Personal Reference for

_____ who has applied for the position of
teacher/staff at Summer Play Days.

As a condition of employment, every applicant/employee must have on file a record of three (3) reference contacts. Please complete the questionnaire and return it as soon as possible in the enclosed envelope. We will be contacting you to confirm your statements.

1. How long have you known the applicant? _____ in what capacity? (your relationship)

2. Have you observed him/her with children? _____ If so, in what situations?

3. How do you feel about his/her emotional and physical ability to handle the responsibilities involved in providing daily child care?

4. What particular skill does he/she have in dealing with children? _____

5. Does he/she understand the needs of young children? _____

6. Do you have concerns about his/her ability to provide child care? If so, explain.

7. Do you know of any conditions making this applicant/employee unsuitable for employment in a child care center? If so, please describe. _____

8. Additional comments: _____

Signature: _____ Date: _____