**COMMANDER NAVY REGION EUROPE**

**NON-APPROPRIATED FUND HUMAN RESOURCES OFFICE**

**PSC 817 BOX 108**

**FPO, AE 09622**

**PERSONAL REFERENCES ONLY**

|  |  |  |
| --- | --- | --- |
| **Applicant Name:** | **Position Applied For:**  Child and Youth Program Assistant | |
| **Reference/Verifier Name:** | **Occupation/Position** | **Phone # or E-mail:** |
| **Company/Organization Name:** | | |
| **Reference/Verification Checked By:** | | **Date:** |

1) Please verify the time period that you’ve known the applicant listed above (from month/year to month/year): \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) What is or was your relationship with the applicant (friend, co-volunteer, etc)?

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3) On a scale from 1-10 (1 being unsatisfactory and 10 being excellent), how would you rate the applicant’s performance in:

a) Serving/Helping Others \_\_\_\_\_\_\_

b) Being a Team Player \_\_\_\_\_

c) Dependability \_\_\_\_\_\_\_

d) Quality of Work \_\_\_\_\_\_

e) Relationships w/Other People \_\_\_\_\_\_\_

5) Would you recommend this person to work with children? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) Do you know of any adverse information that might prevent this person from working with children? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) Would you recommend her/him to work in this type of job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) Are there any additional comments you would like to add concerning the applicant? \_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Thank you for your time and assistance in conducting this employment reference/verification. Please return the completed form to our office as soon as possible.*