



Reference Check Form

Thank you for taking the time to provide a reference for a prospective employee at GAP Community Child Development Center. Please complete the following questions to the best of your ability and **return this form via email to info@gapccc.com**.

Your feedback is greatly appreciated and will remain confidential.

Date:

Applicant's Name:

Reference's Name:

Relationship to Applicant:

What is your relationship to the employee?

☐ Coworker

☐ Supervisor

Please answer the following questions:

1. **Did you find the applicant to be dependable?**
 - ☐ ☐ Yes
 - ☐ ☐ No
2. **Did the applicant work well with children?**
 - ☐ ☐ Yes
 - ☐ ☐ No
3. **Did the applicant get along with their co-workers?**
 - ☐ ☐ Yes
 - ☐ ☐ No
4. **Did the applicant effectively supervise children?**
 - ☐ ☐ Yes
 - ☐ ☐ No
5. **Did the applicant consistently follow the employer's policies and procedures?**
 - ☐ ☐ Yes
 - ☐ ☐ No

Please provide any additional comments you feel are relevant to the applicant's qualifications for this position.