

**REFERENCE QUESTIONNAIRE**

TO: \_\_\_\_\_  
FROM: (Name and Title) \_\_\_\_\_  
DATE: \_\_\_\_\_

**CONFIDENTIAL**

Your name was given as a reference by \_\_\_\_\_ who has applied for the position of teacher in the Wesley KIDS.  
As a condition of employment, any applicant/employee must have on file a record of 3 reference contacts. Please complete the questionnaire and return it as soon as possible in the enclosed envelope. I will be contacting you to confirm your statements. Thank you for your attention to this matter.

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 skills 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 Daytime phone number Date