Archdiocese of Baltimore

Reference Checkfor pastoral/program staff

# Division of Human Resource Services

To: Date:

Name of Applicant:

Position sought:

**Please use the following guide in completing the next portion of this form:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.  Outstanding  Exceeds agreed-upon standards; performance and growth serve as a goal for others. | | 2.  Good  Meets agreed-upon standards; accepts  recommendations for improvement and evidences growth. | 3.  Acceptable  Is aware of standards; further growth desirable. | | 4.  Unsatisfactory  Does not meet agreed-upon standards; has not evidenced improvement. | | | | 5.  Unknown  No opportunity to observe or  no knowledge of applicant in this area. | |
| PLEASE CHECK THE APPROPRIATE NUMBER: | | | 1 | | 2 | 3 | 4 | | 5 | |
| Interpersonal Relationships with: Children | | |  | |  |  |  | |  | |
| Youth | | |  | |  |  |  | |  | |
| Young Adults | | |  | |  |  |  | |  | |
| Adults | | |  | |  |  |  | |  | |
| Parents | | |  | |  |  |  | |  | |
| Co-workers | | |  | |  |  |  | |  | |
| Administrators/Supervisors | | |  | |  |  |  | |  | |
| Pastors/Clergy | | |  | |  |  |  | |  | |
| Respect for the Value of the Individual | | |  | |  |  |  | |  | |
| Competence in Performance of Duties and Responsibilities | | |  | |  |  |  | |  | |
| Knowledge of Current Theory and Practice in Position Sought | | |  | |  |  |  | |  | |
| Knowledge of Theology and Scripture | | |  | |  |  |  | |  | |
| Administrative Ability | | |  | |  |  |  | |  | |
| Ability to Motivate | | |  | |  |  |  | |  | |
| Ability to Work Under Pressure | | |  | |  |  |  | |  | |
| Competence in Conflict Resolution | | |  | |  |  |  | |  | |
| Written Communication Skills | | |  | |  |  |  | |  | |
| Oral Communication Skills | | |  | |  |  |  | |  | |
| Punctuality | | |  | |  |  |  | |  | |
| Attendance | | |  | |  |  |  | |  | |

Effective September 1, 2003

1. How long have you known this applicant? In what capacity?
2. To the best of your knowledge, has this applicant ever been charged with, accused of, or convicted of child abuse or sexual abuse? ❒ Yes ❒ No If Yes, please explain:
3. Do you recommend that this applicant be employed for the position sought?

❒ Yes ❒ No ❒ With reservations (please clarify)

1. If applicant is a former employee:

Dates of employment: From To ; Full-time Part-time

Position held:

Reason for termination:

Would you re-employ this person? Yes No

**Please use the space below to give additional information which may be helpful in our consideration of this applicant:**

Signature Date Position

School/Company

**PLEASE RETURN THIS FORM TO:**

Division of Human Resource Services

Archdiocese of Baltimore

320 Cathedral Street, Rm. 619 Baltimore, MD 21201

**THANK YOU FOR YOUR ASSISTANCE!**