ARCHDIOCESE of BALTIMORE

EMPLOYMENT REFERENCE FORM
ARCHDIOCESE OF BALTIMORE

A former employee of your company has applied for a position at our company. As part of our interview process, we routinely request background information from former and current supervisors to help us make informed hiring decisions. The Candidate listed you as a reference and has given us permission to contact you about the information listed below.

Please provide the following information to the best of your knowledge and reply directly to this email with your responses within no more than five (5) business days from your receipt of this request. Please note that Maryland House Bill 486 requires Maryland school systems to respond to questions A, B, and C listed below.

To: _____ **Date:** _____

Name of Candidate: _____

Position Sought: _____

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

1. **OUTSTANDING**
   Consistently exceeds agreed upon standards; performance and growth serve as a goal for others.

2. **GOOD**
   Usually meets agreed upon standards; accepts recommendations for improvement and evidences growth.

3. **NEEDS IMPROVEMENT**
   Does not meet one or more agreed upon standards; has not evidenced improvement.

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	☐	☐	☐	☐	☐

PLEASE CHECK THE APPROPRIATE NUMBER:	1	2	3	4	5
Pastors/Clergy	☐	☐	☐	☐	☐
Competence in Performance of Duties and Responsibilities	☐	☐	☐	☐	☐
Knowledge of Current Theory and Practice in Position Sought	☐	☐	☐	☐	☐
Administrative and Organizational Ability	☐	☐	☐	☐	☐
Ability to accept and implement constructive feedback	☐	☐	☐	☐	☐
Ability to Work Under Pressure	☐	☐	☐	☐	☐
Competence in Conflict Resolution	☐	☐	☐	☐	☐
Written Communication Skills	☐	☐	☐	☐	☐
Oral Communication Skills	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Quality of Work	☐	☐	☐	☐	☐

How long did you supervise this candidate? _____

Please state the candidate's

Strengths:_____

Weaknesses:_____

Please provide the following information regarding the candidate's employment:

Dates of employment: From_____ To_____ Full-time: ☐ Part-time: ☐

Position held: _____

Reason for termination _____

Would you re-employ this person? Yes ☐ No ☐

(A) To the best of your knowledge, has this applicant ever been the subject of a child sexual abuse or sexual misconduct investigation by an employer, arbitrator, county board, state licensing agency, law enforcement agency, or child protective services agency?
Yes ☐ No ☐
If Yes, please explain:_____

(B) To the best of your knowledge, has this applicant ever been disciplined, discharged, non-renewed, or asked to resign from employment, or ever resigned from or otherwise separated

from any employment while allegations of child sexual abuse or sexual misconduct were pending or were under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct? Yes ☐ No ☐

If Yes, please expain:

(C) To the best of your knowledge, has this applicant had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child sexual abuse or sexual misconduct were pending or under investigation, or due to an adjudication or findings of child sexual abuse or sexual misconduct? Yes ☐ No ☐

If Yes, please explain:

Do you recommend that this applicant be employed for the position sought?

Yes ☐ No ☐ With reservations (please clarify) _____

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

Completed by: _____ Date Completed: _____

Signature: _____ Title: _____