



Confidential Employer Volunteer Reference Check Form

Staff Guide

Volunteer Applicant:

Reference Name:

BBBS Staff Name:

Reference Phone # and/or Email:

Date of Initial Contact:

Relationship to Applicant:

Applying for:

CBM

SBM

Other

[Volunteer's Name] is applying to become a Big Brother/Sister and has given us your name as a reference. Your responses to the following questions will be kept confidential and will be used by our staff to decide whether to accept [name] as a Big Brother/Sister and, if accepted, to help us determine which child would be a good match for him/her.

If you would prefer to complete this reference via phone please call our office at (785)819-3253.

Big Brothers Big Sisters is a mentoring program serving children who face adversity, providing caring one-to-one volunteer mentors who meet with a child in the community or at a school or other site.

QUESTIONS:

In what capacity do you know the applicant?

How long have you known the applicant?

Are/were you the applicant's direct supervisor?

Describe the applicant's responsibilities in their position as an employee with your company/organization?



Tell me about the applicant's general strengths and weaknesses.

How would you describe the applicant's personal characteristics?

Do you consider this applicant dependable?

How does the applicant deal with authority, rules, and accountability?

How does the applicant get along with others?

Have you had the opportunity to observe the applicant around children?

If so.... How would you say the applicant relates to children?

Have you ever observed the applicant disciplining a child?

If so, please describe what you observed.

Have you ever had any reason to be concerned about the applicant's interaction with children? Please explain.

Have you had the opportunity to see the volunteer's home environment?

If so please describe the volunteer's home environment and neighborhood, and list any concerns you may have regarding a child visiting the applicant's home.



Do you have any concern about whether or not this is an appropriate volunteer assignment for this individual, or may not be the right time for them to volunteer as a Big Brother or Sister?

On a scale of 1-10 how strongly would you recommend this applicant for this volunteer position?

Why did you give that rating?

Is there anything further you'd like to tell us about this applicant?

Thank you for serving as a reference for this applicant. Would you like more information about how to become involved as a volunteer or financial supporter of Big Brothers Big Sisters?

_____ Yes _____ No

For BBBS Staff Use Only:

Follow up contact needed? Yes _____ No _____

Record any concerns resulting from this reference below:

Date Reference Information Was Shared With Enrollment: _____