



**Diocese of Erie**  
**Office for Protection of Children and Youth**  
*Confidential Reference Form*

Your name has been given as a reference by \_\_\_\_\_, who has submitted an application to work as an employee or volunteer with one of our programs for children\youth.

Please read over the following list of attributes and check those which you have seen regularly demonstrated in the life of the applicant. Please note that a failure to check an attribute does not imply that it is not present, but merely that you have not seen it regularly evidenced. In addition, your written comments (both positive and negative) are very helpful. Please be as honest and forthright as possible. Please return the form in the enclosed envelope.

Your Name: \_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you willing to be contacted to answer further questions about the applicant if necessary?  
\_\_\_ yes \_\_\_ no

**1) GENERAL DISPOSITION**

**COMMENTS**

- \_\_\_ has a consistently positive attitude (not moody)
- \_\_\_ has a good, healthy sense of humor
- \_\_\_ is emotionally stable
- \_\_\_ is appropriate in the use of alcohol
- \_\_\_ is respectful of authority
- \_\_\_ balances hard work with recreation
- \_\_\_ does not wait to be asked before offering help

**2) RELATIONSHIP SKILLS**

**COMMENTS**

- \_\_\_ Gets along well with people of various age groups and social backgrounds
- \_\_\_ demonstrates healthy family relationships at home
- \_\_\_ has close, intimate friends
- \_\_\_ affirms and supports others
- \_\_\_ respects others
- \_\_\_ relates well to men and women
- \_\_\_ is a good listener
- \_\_\_ has never demonstrated inappropriate sexual behavior
- \_\_\_ has never demonstrated inappropriate sexual attitudes

**3) LEARNING ABILITIES**

**COMMENTS:**

- did well in school
- possesses common sense
- has good reasoning and problem-solving skills
- is open to new ideas
- is not afraid to ask for help
- is self-motivated
- enjoys teaching others
- is able to accept criticism

**4) PRAYER AND FAITH LIFE**

**COMMENTS**

- faithfully attends Mass
- demonstrates a devout and moral lifestyle
- has deep convictions and moral principles
- speaks respectfully of the Church and of Church teaching
- speaks openly of God and faith matters
- is compassionate toward those in need

**5) LEADERSHIP SKILLS**

**COMMENTS**

- is kind and gentle, but strong when necessary
- carries a project through to its completion
- motivates others
- delegates responsibilities
- listens to ideas or suggestions
- is sensitive to the needs of others
- is capable under pressure
- is able to manage multiple tasks

**CONCLUSION:**

**If you see any qualities which are not suitable for work with children – please identify them:**

**PLEASE CHECK ONE:**

I recommend the applicant for work with children\youth.

I cannot recommend the applicant for work with children\youth

**Comments**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_