

Diocese of Fort Worth
Pre-employment Character Reference
To be used for “personal” or “civic” references only

Background information

Name of Applicant:	
Possible Position:	
Name of Reference Provider:	
Length of time has known applicant:	
Telephone number:	
Date/Time Received:	
Received by:	
Additional Comments:	

Questions & Responses:

How long have you known the applicant?	
What was the nature of your relationship?	
Did the applicant let you know that we would be calling?	
What can you tell me about (his/her) work ethic?	
How reliable is (he/she)?	
What can you tell me about (his/her) reason for changing jobs?	
If provided the opportunity to hire (him/her) would you? Why or why not?	
What can you tell me about (his/her) personality?	
Can you tell me about (his/her) ability to get along with others?	
How does (he/she) handle conflict? Stress?	
What areas can (he/she) improve?	
Would you have any reservations about (him/her) being offered this position?	
What else can you tell me about (him/her)?	

For new Diocesan employees: at least two references should be checked post-offer/pre-hire;
At least one of the references should be a professional reference.

Diocese of Fort Worth
Pre-Employment Professional Reference
To be used with previous co-workers/supervisors of the candidate

Background information

Name of Applicant:	
Possible Position:	
Name of Reference Provider:	
Reference Organization:	
Peer or Supervisor:	
Telephone number:	
Date/Time Received:	
Received by:	
Additional Comments:	

Questions & Responses:

What position did the candidate hold in your organization?	
What was the nature of (his/her) job duties?	
Was (his/her) separation voluntary or involuntary?	
Please explain.	

Please rank the candidate on the following areas:

<u>Area</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>	<u>Comments</u>
Responds to Supervision					
Attendance					
Dependability					
Willingness to assume responsibility					
Ability to follow instructions					
Quality of Work					
Quantity of Work					

Were there any disciplinary actions? Please Explain:	
Were there any performance issues? Please Explain:	
What are the candidate's strengths?	
What areas could the candidate improve upon?	
If given the opportunity, would you re-employ (him/her)?	
Do you have any reservations about the candidate being offered this position?	

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At least one of the references should be a professional reference.