

Office/Region/ Facility Name:			Applying For:
Street Address:			Employment
			Foster Parent
City:	State:	Zip Code:	Volunteer

Please provide a minimum of three (3) supervisory references and two (2) personal references. Note: For personal references, please provide two (2) persons who are not related to you who have knowledge of your qualifications for the position for which you are applying. The two personal references also apply to those seeking a volunteer or intern placement.

Our department requires references to be verified from prospective candidates. Signing the disclosure statement below allows us to check your references

Part I-Disclosure Statement	
<p>I understand that the Department of Children's Services will conduct a reference check. This reference check may include information regarding character, work record, general knowledge and capabilities, and reputation. I hereby acknowledge that I have read and understand this statement. I hereby authorize the Department of Children's Services to obtain a reference check from the individuals listed below.</p>	
<i>Applicant Name</i>	<i>Date</i>
<i>Applicant Signature</i>	



Part II-Supervisory/Personal References

1. Name
 Title/Relationship
 Street Address
 City State Zip Code
 Telephone Number Occupation Email

2. Name
 Title/Relationship
 Street Address
 City State Zip Code
 Telephone Number Occupation Email

3. Name
 Title/Relationship
 Street Address
 City State Zip Code
 Telephone Number Occupation Email

Optional References

4. Name
 Title/Relationship
 Street Address
 City State Zip Code
 Telephone Number Occupation Email

5. Name
 Title/Relationship
 Street Address
 City State Zip Code
 Telephone Number Occupation Email



*Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.
 Distribution: As applicable-Employee Personnel File, Resource File, Volunteer File*

Part III- Telephone Reference Check					
Today's Date		Supervisory Reference Check		Personal Reference Check	
Applicant's Name	First Name	Last Name	Company		
Position Applying For		Address			
Reference's Name		Telephone			
E-Mail Address					
Introduce yourself and inform the reference contact that Do you have a few minutes to talk to me about _____ ?				_____ has applied for a position with DCS.	
For Personal References, ask the questions 1-7. For Supervisory Reference, ask questions 3-16. ALWAYS ask question number 8*.					
1.	How long have you known _____ ?				
2.	What is your relationship to _____ ?				
3.	What are _____ 's strong points?				
4.	What are _____ 's weak points?				
5.	If you were in the position to hire _____ , would you?				
6.	_____ will be working with children. How do you feel _____ will do in this position?				
7.	What else can you tell me about _____ ?				
*8.	_____ stated that he/she worked for you from _____ to _____. Is that correct?				
9.	What position did _____ hold in your company?				
10.	What were the job duties and responsibilities of the position?				
11.	How many years have you worked with _____ ?				
12.	How much supervision does _____ require?				
13.	Please comment briefly on their: 1.) ability to work with/supervise others and 2.) quality of work.				
14.	Overall, how would you rate _____ 's performance? (Average/Above, Below)				
15.	Would you rehire _____ ?				
16.	Is there anything you would like to add regarding _____ 's work or job performance?				
17.	To your knowledge, has _____ received any disciplinary action in the last 2 years?				
18.	Can you comment on this employee's performance in the last six months?				
19.	Has this employee been meeting the current performance standards for the unit during this time period? If not, explain the reasons performance standards have not been met.				
Additional Comments					
Completed By		Title			



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INSTRUCTIONS FOR USE OF FORM

This form is used by all Department of Children's Services applicants for supervisory and personal references.

This form is filled out upon the applicants' arrival for interview for employment with DCS, or as a Foster Parent or Volunteer.

Part I. Disclosure Statement is to be signed by all applicants for employment with the Department of Children's Services.

Part II. The applicant will provide a minimum of three (3) supervisory references and two (2) personal references.

Note: Human Resources do not require a street address, state, zip code or occupation on references. This section will be filed in the employees personnel file.

Part III. The Telephone Reference Check is to be used as a guide. Please use one form per Reference Check per applicant with a total of five (5) to be submitted.

On the Telephone Reference Check (Part III), you must always ask question eight (8), this is a mandatory question. If this is a Personal Reference, ask questions one (1) thru seven (7). If this is a Supervisory Reference, ask question three (3) thru sixteen (16).

You will need to note on the Telephone Log if you were able to make contact with the reference or not. You are requested to make at least three (3) attempts at three (3) different times during the day.



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