

# Personal References

Name of Employee \_\_\_\_\_

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

Your Address & Phone Number \_\_\_\_\_

Instructions: You must have at least three(3) personal references on each employee or volunteer. Only one of these references can be a relative of the person. As required by Chapter 85-54 Laws of Florida reference checks must be completed for \_\_\_\_\_ to be employed as a caretaker of children at Anchor House Ministries Inc. of Polk County. Your name has been given as a personal reference. Please answer the following questions:

1. In what capacity do you know the applicant and for how long? \_\_\_\_\_

\_\_\_\_\_

2. To your knowledge, has the applicant ever been convicted of a crime? If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

3. Do you think this person is qualified to work in a facility/home or to care for children or developmentally disabled clients? \_\_\_\_\_ Why/Why not? \_\_\_\_\_

\_\_\_\_\_

4. Would you consider placing the responsibility of a child or developmentally disabled relative of yours with the applicant? \_\_\_\_\_

5. Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of person completing this form. If this information is taken by telephone, the person taking the information should sign.)