



# Safe Church, Safe Communities

## Reference Interview Form

The Episcopal Diocese of Pittsburgh provides this form as a resource for its congregations and organizations when interviewing the references of those wishing to work, either as an employee or as a volunteer, in a capacity that could involve contact either with children or youth or with vulnerable adults. For details about its use, see the diocesan *Policy for the Protection of Children and Youth*, the *Policy for the Protection of Vulnerable Adults*, or the equivalent policy of the congregation or organization concerned.

This form is to be completed by the person interviewing the candidate's referees (i.e., conducting the reference check).

Position Applied For \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Interviewer \_\_\_\_\_

Date of Interview \_\_\_\_\_

Was the interview conducted in person, online or by phone? \_\_\_\_\_

### Questions

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant?

\_\_\_\_\_

Describe the applicant's reliability. Please give specific examples if possible.

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\_\_\_\_\_

Are you aware of any issues that might limit the applicant's ability to fulfill their obligations as a staff member/volunteer in this position? If yes, please explain.

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Do you recommend this applicant for work with children/vulnerable adults? Please explain.

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Do you recommend this applicant for work in a congregation or other church-sponsored organization? Please explain.

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### Final Question

As we consider this applicant for this position, is there anything that you think we should know that has not come up during our conversation today?

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