



Volunteer Applicant Reference Questions

If a volunteer applicant does not have a Social Security Number, the volunteer applicant must provide three non-relative reference on the Adult Volunteer Application. The references are to be contacted by the Safe Environment Coordinator and the following questions are to be asked to each of the volunteer candidate's references. A record of the answers to these questions, the date, and the time of the conversation must be kept on file for each reference. If these questions are asked via email, a copy of the email must be kept on file.

1. How long have you known the volunteer applicant and in what capacity?
2. How would you describe the volunteer applicant's character, temperament, and attitude?
 - a. Do you think this person is patient and works well in group situations?
 - b. Does this person have the ability to follow directions and get along with other people?
3. How would you describe volunteer applicant's interaction and ability to work with children and/or vulnerable individuals?
4. Would you be comfortable placing a child and/or vulnerable individual, for whom you are responsible, under this individual's care and supervision?
5. What can we expect from this applicant if he/she comes to volunteer for us?
6. If you had only one word to describe this volunteer applicant, what would it be?
7. Do you recommend this applicant to be a volunteer with children and/or vulnerable individuals at our location?
8. Please share any additional information about this volunteer candidate that would be helpful.

Name of Volunteer Candidate: _____

Name of Reference: _____

Email Address and/or Phone Number of Reference: _____

Date and Time of Conversation: _____

This person is approved to volunteer.

This person is NOT approved to volunteer.

Safe Environment Coordinator Name (please print): _____

Safe Environment Coordinator Signature: _____ Date: ____/____/____

Parish / School Name: _____ City: _____