



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of Human Resources

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Reference Check Form

Applicant's Name _____ Date _____

Position Applied For _____ Person Conducting Check _____

1. How do you know this person? How long have you known him/her?
2. How would you describe the quality of this person's work?
3. How well does this person get along with others?
4. How well does this person follow through on tasks and get things done?
5. What are this person's greatest strengths?
6. What are his/her areas for improvement?
7. Do you have any concerns about this person working with children? (if applicable)
8. Would you choose to re-hire this person? (if applicable)