

Lighthouse Voc-Ed Center Personal/Character Reference Check



Section 1: To Be Completed By Applicant						
Applicant Information						
Applicant Name:				Date:		
Position Applied For:						
Recruiter Name	Sharon Callender			Title:	HR Administrative Assistant	
Contact Information						
Name of Contact:				Title		
Phone	()	Fax	()	Email		
Nature of Relationship:	<input type="checkbox"/> Family Member <input type="checkbox"/> Friend <input type="checkbox"/> Colleague <input type="checkbox"/> Teacher/Professor <input type="checkbox"/> Clergy <input type="checkbox"/> Other (please specify):					
I authorize the contact individual specified above to complete and submit this reference questionnaire to Lighthouse Voc-Ed Center for the purpose of establishing an employment relationship.						
_____ Signature			____/____/____ Date			
Section 2: To Be Completed By Individual Providing Reference						
How long have you known this person?						
On a Scale from 1 to 10, Rate this Individual on the Following: (1= very poor, 10 = very strong)						
Ability to get along with peers/others: _____			Comments:			
Reliability: _____			Comments:			
Respect for individual differences: _____			Comments:			
Ability to work independently/initiative: _____			Comments:			

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Ability to take direction/respect for authority: _____	Comments:
Ability to accept constructive criticism: _____	Comments:
Judgment/decision-making skills: _____	Comments:
Honesty/integrity: _____	Comments:
Ability to maintain confidentiality: _____	Comments:
Communication/listening skills: _____	Comments:
Do you have any reservations about recommending this individual for employment with our organization? Please explain:	
Is there anything you'd like to tell us about this individual that we did not already ask?	

Thank you for completing this questionnaire, your assistance is appreciated!

Please submit to: Lighthouse Voc-Ed Center,
 Fax: 860-449-1378, Attn: Personnel
 Or Email: scallender@lighthousevocedcenter.com
 Or Mail to: 744 Long Hill Road, Groton, CT 06340