



KIDS HOPE USA

Personal Reference Form

To be completed & returned by mail OR through telephone interview

~~-CONFIDENTIAL-~~

PART 1: TO BE COMPLETED BY APPLICANT

Name of Applicant _____ Name of Reference _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Telephone () _____ Telephone () _____

PART 2: TO BE COMPLETED BY KIDS HOPE USA DIRECTOR

Director Name _____

Church _____

Address _____

City _____ State _____ Zip _____

Church Telephone () _____

Reminder: Attach to this form a description of the mentor job description

PART 3: TO BE COMPLETED BY REFERENCE

Instructions: The applicant listed above has applied to be a KIDS HOPE USA mentor for our church. In order to determine the applicant's suitability for this position, we are asking that you take a few moments to complete and return this reference form to the KIDS HOPE USA director listed above. Please use an envelope marked "*Personal and Confidential*." Your cooperation is greatly appreciated.

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. On a scale of 1 to 5 (with 1 being a LOW rating and 5 being a HIGH rating), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please note that.

CHARACTERISTICS	RATING					COMMENTS
Ability to work well with others	1	2	3	4	5	
Personal motivation and initiative	1	2	3	4	5	
Dependability	1	2	3	4	5	
Trustworthiness	1	2	3	4	5	
Attitude	1	2	3	4	5	
Personal follow-through	1	2	3	4	5	

4. Based on your knowledge of the applicant's character and background, which of the following best reflects your evaluation of the applicant's suitability as a KIDS HOPE USA mentor:

- ☐ Highly recommend
☐ Recommend
☐ Neutral
☐ Do not recommend
☐ Insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our ministry below or on a separate sheet.

Signature _____ Date _____

Print name and title _____

Once completed, please return this form to the KIDS HOPE USA director noted in Part 2 on the front of this form. Please use an envelope marked *Personal and Confidential*. Thank you for your assistance.

FOR OFFICE USE ONLY - Interviewer comments: