



Reference Check Form

Catholic Charities requires that all prospective interns submit at least one reference. Please complete this form and return it directly to the student's contact at Catholic Charities.

Date:

Applicant Name:

Reference Name:

Catholic Charities Contact Name

Relationship to Applicant:

How do you know the Applicant?:

When and how long did you work with Him/Her?

How would you rate or describe the following areas: (On a scale of 1-5; 5= the best.) Please feel free to add comments.

1. Quality of work/level of accuracy:

Comments:

2. Productivity/work ethic:

Comments:

3. Time management/multi-tasking:

Comments:

4. Reliability/attendance:

Comments:

5. Typical demeanor/disposition:

Comments:

6. Communication Style:

Comments:

7. Relationship w/co-workers/managers:

Comments:

8. Ability to resolve conflicts:

Comments:

Is there anything else that you can think of that would be helpful for us to know?

Name:

Signature:

Date: