

**First Presbyterian Church of Conroe**  
**Volunteer Reference Check Form**

(Clearly print all information. Use back of form or attachments if needed.)

**Volunteer Applicant Name:**

Date reference check was completed:

Volunteer role being considered for:

Name of FPCC person doing the reference check:

Reference organization name, if applicable:

Contact person (the person who provided you this info):

Contact's phone number:

**Questions to ask:**

1. How do you know this person? For how many years?

If the reference source knows the candidate from work, ask:

2. Was the applicant an employee or volunteer of your organization? (Circle one)
3. What were the applicant's dates of employment or volunteer service?  
Start date:  
End date:
4. Why did this person leave the organization?
5. What was the person's position and responsibilities?
6. How would you rate the person's performance?
7. Did the person have any performance issues?
8. Would you re-hire or re-engage this person? Why? Why not?

Regardless how the reference source knows the candidate, ask:

9. What are the person's strengths?
10. What are the person's weaknesses?
11. How well does the person get along with the people he/she interacts with?
12. Can you describe this person's experience working as a member of a team?
13. Describe an environment that would *not* be suitable for this person.
14. What inspires this person? Frustrates him/her?
15. [If applicable to the role] Describe how this person works with children/youth. Are there any issues about which you're aware?
16. Let me briefly describe the role we are considering this person for. Please describe how good a fit you think this person would be for this role.
17. Is there anything I haven't asked that you would like to share with me?