



Archdiocese of Regina

TELEPHONE REFERENCE FORM

References are required for all High Security Volunteer Ministry Positions. The Volunteer Screening Committee shall conduct the phone reference interview by asking the questions on this form.

Call the reference and introduce yourself. Explain to them that you are calling because he or she has been identified as a reference. Read them the following statement:

Throughout the province, volunteer organizations and churches are asking their volunteers to provide references. This is done to assure the safety of children, the elderly, vulnerable adults, and the volunteers themselves. The information that is gathered stays in a confidential file in our parish and is not shared with any outside organization or institution.

_____ *is interested in volunteering at*
(Applicant's name)

_____ *Parish, in the ministry of*
(Parish name)

_____ (Give a brief description of the ministry)
(Ministry name)

The information you provide will be an important tool in our decision-making process. Please base your assessment of this person on your experience of being with or working with this person.

- 1) What is your relationship to the person indicated above? How long have you known this person?

2) How would you describe his or her skills and suitability for this ministry position?

Horizontal lines for writing the answer to question 2.

3) Would you recommend this person for this ministry position? Yes No

Comments:

Horizontal lines for writing comments.

Reference's Name _____

Date Completed: _____

Parish Volunteer Screening Committee Member: _____

Signature: _____