

TIMONIUM PRESBYTERIAN CHURCH'S REFERENCE FORM FOR YOUTH WORK

Instructions to applicant for youth work: Applicants must **sign** the *Statement of Release* section below, and then **give** copies of this *Reference Form* to the requested number of references (Do not use employers or relatives, but people who have supervised your previous work with youth. Do not submit multiple references from the same household/family unit.). **Ask** them to complete the *Reference Form*, and then **return** it directly to the Church Office (*Timonium Presbyterian Church, 303 W. Timonium Road, Timonium, MD 21093-2930, 410-252-5663*). Please **provide** each reference with a stamped envelope, addressed to the Church, and marked "**Youth Worker Reference - Confidential.**"

Statement of Release: Having made application for youth work at Timonium Presbyterian Church (TPC) and desiring the church to be informed as to my past record and character, I authorize you to release to the church any information you may have regarding my record, character, and fitness for youth work. I release you from liability for any damage that may result from furnishing such information to the church, and I waive any right that I may have to inspect any such information provided on my behalf.

Full Name of Applicant (*printed*): _____ Signature: _____

Note: "youth work" means any activity that involves the regular supervision or custody of minors, including serving as a nursery attendant, Sunday school teacher, VBS helper, or youth group leader or assistant.

Full Name of Reference: _____ Phone: _____

The applicant named above has expressed an interest in working with children or youth in our ministry. The applicant has listed you as a reference. In order for our organization to evaluate properly the qualifications of this applicant, we are asking you to complete this *Reference Form* with your honest opinions and impressions of the applicant.

1. How long have you known the applicant? How well do you know the applicant?
2. In what capacity have you known the applicant (i.e., coworker, neighbor, friend, teacher, coach, etc.)?
3. Describe the applicant's gifts, experience, or abilities for youth work (*Use back of sheet if necessary*).
4. In your opinion, is the above applicant fully qualified to work with children and youth?
 Yes No (*If no, then please explain. Use back of sheet if necessary.*)
5. Are you aware of anything in the applicant's background, personality, or behavior that could in any way pose a threat (e.g., mistreat, molest, abuse, etc.) to children, youth, or others? No Yes (*If yes, then please explain. Use back of sheet if necessary.*)
6. What concerns, if any, would you have in allowing this applicant to work with children, youth, or others?
7. What is your overall recommendation? I recommend the applicant for youth work.
 I believe the applicant is unsuited for youth work.
8. Please feel free to provide additional information on a separate sheet of paper. **We sincerely thank you for your assistance.**

The above information is true and correct to the best of my knowledge:

Signature of Reference: _____ Today's Date: _____

For Office Use Only

Received by the Church on: _____

Approved by: _____ on _____