Attachment IV

Applicant Name:

Reference Name: **Type of Reference:**

Contact Number:

Investigator Name: **Date:**

QUESTIONS FOR REFERENCES

1. How long have you known the applicant?

2. What relationship have you had with applicant?

3. What is the nature of your association with applicant?

4. What type of attitude or personality does this individual have?

5. Is the applicant reliable, honest and dependable?

6. Is this individual courteous in contacts with others, including attitudes towards different races, religions, and nationalities?

7. Is this person mature and responsible?

8. How does the applicant handle problems?

9. Do you feel this individual has the ability to make sound decisions? Please explain.

10. Does the applicant participate in athletics or team activities?

11. Does the applicant live within his means?

12. Is the applicant dedicated to his/her family?

13. How does the applicant get along with people?

14. What kind of reputation does the applicant have within the neighborhood and with friends?

15. Describe the applicant's social life.

16. How does the applicant feel toward law enforcement or criminal justice officers?

17. To your knowledge, has the individual ever been arrested or charged with a criminal offense, or received a traffic citation?

18. Do you believe the applicant can perform this type of work? (Read essential job functions)

19. Would you recommend the applicant for the position?

20. Do you know of any other person who may know or could tell me more about the applicant?

21. What do you feel are this applicant's strengths and weaknesses?

22. Are there any additional comments you would like to make about this individual?