



PERSONAL REFERENCE FORM

Applicant's Name:	<i>Last</i>	<i>First</i>	<i>Middle</i>
Reference Information:			
<i>Name of Reference:</i>			
<i>Address of Reference:</i>			

The above applicant, _____, is applying for employment with the Diocese of Victoria. He/she has submitted your name as a personal reference.

Your candid assessment of the applicant will assist the Office of Catholic Schools in its evaluation. You may attach additional sheets, if necessary. Please return all materials to the applicant in an envelope. Seal the envelope and sign it across the seal to ensure confidentiality. Or, you may choose to mail/email the forms directly to the OCS at the address above. We appreciate your assistance.

How long have you known the applicant?
In what capacity have you known the applicant?
Briefly, how would you describe the applicant?
In your opinion, what are the applicant's outstanding abilities or characteristics?
What are his/her areas for growth?
Please include any additional information that you believe would be helpful in considering the applicant's submission on a separate page.

I recommend this applicant: Please check one:

With reservation	Fairly strongly	Strongly	Enthusiastically
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Your Title or Profession: _____ Telephone: _____ E-mail: _____
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Your signature: _____	Date signed: _____
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Please use this page for any additional notes or information you would like to include regarding the applicant for a position at one of our Catholic schools in the Diocese of Victoria.