

**Form 2**

**REFERENCE INFORMATION** (*This section to be completed by Volunteer Applicant*)

*If your application requires a background clearance, please complete this information:*

Your Name (please print): \_\_\_\_\_

Name of Company Where You are Currently Employed (or Your Most Recent Employer)  
\_\_\_\_\_

Your Current or Most Recent Supervisor's Contact Information:

Name	Phone Number	Email Address
------	--------------	---------------

**WESD VOLUNTEER REFERENCE CHECK FORM**

*This section to be completed by WESD Staff*

Person checking references \_\_\_\_\_ Date \_\_\_\_\_

Name of Volunteer \_\_\_\_\_ Contacted Employer \_\_\_\_\_

Name of Reference and Title \_\_\_\_\_ Phone number \_\_\_\_\_

How do you know applicant (personally or professionally)? \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

Dates of applicant's employment \_\_\_\_\_

Describe applicant's primary job duties \_\_\_\_\_

What are applicant's strengths? \_\_\_\_\_

What, if any, are applicant's weaknesses? \_\_\_\_\_

Taking into consideration that the applicant might be working around children, is there anything in your experience or knowledge of this applicant that we should take into consideration before allowing this individual to volunteer?  
\_\_\_\_\_

Other Comments \_\_\_\_\_

*ATTACH ADDITIONAL SHEETS AS NECESSARY*

**Include this form in packet sent to HR for background clearance.**